

## **Procedure For Adding New Policies**

**(Includes home locations, item types, categories, user profiles)**

**Created by Cataloging Executive Committee, Adopted by Directors May 1, 2008**

- Library Director sends email to [sirsi.support@lib.de.us](mailto:sirsi.support@lib.de.us). Email should include justification for adding a new policy
- Sirsi Support discusses the request with the Advisory Committee and appropriate committees including Cataloging Executive Committee, Circulation Committee, and Collection Development Committee
- Advisory Committee develops recommendation
- Advisory Committee presents recommendations to Directors either at a meeting or through the use of [unidirector@lib.de.us](mailto:unidirector@lib.de.us) email list
- Decision made by Directors will be communicated to library staff by their appropriate library director.
- New libraries requesting to join the Delaware Library Catalog would work with System Administrator to fold their items into the current policies as much as possible. Only after discussion with System Administrator will new policies be requested.