



**Recommendation of the SELCO/SELS Interlibrary Loan  
Committee to the SELCO ILS Operations Committee  
ZPORTAL Working Group**

November 13, 2003

Approved December 4, 2003 by the SELCO ILS Policy  
Committee

**Committee members present:** Mary Jane Holland, Buckham Memorial Library;  
Monica Erickson, Chatfield Public Library; Glynis Sturm, Stewartville Public Library;  
Flora Burfeind, Zumbrota Public Library; Heather Erickson, Lake City High School;  
Beverly Jorgenson, John Marshall High School, Rochester.

**Absent:** Greg Suave, Rochester Public Library

**Also attending:** Barbara Misselt, SELCO staff ILL point person; Jonya Pacey, SELCO  
ILS migration coordinator; Donovan Lambright, SELCO automation librarian; Jo  
Manning, recorder

- Libraries should continue to place blue slips in items sent to another library to fill a request.
- When RPL is requesting from a SELCO ILS Online Library, RPL should continue to select as pickup location a library with the item currently available.
- SELCO should send a migration bulletin about shelving items with a "transit" status. This practice is not acceptable because it results in users not receiving requested items.
- The hold shelf period for items should be a minimum of 5 days for all libraries.
- Libraries should wait one day after a request was place to fill an ILL request. "List pulled" should consist of items for other agencies which were placed prior to today's date. The only items from today's date to be filled should be from your collection for your borrowers.