

Procedure for Requesting New Home Locations

PALS Plus recognizes that as PALS Plus libraries' collections change and/or expand, the need for new item or home locations may arise.

The following criteria are considered for any new home location added to the database.

- The new home location must represent a significant collection for the requesting library. That is, it must contain a minimum of 50 items or a commitment to growing the collection over time.
- The new home location should be useful to other PALS Plus libraries.

In an effort to streamline the process of requesting new home locations, the following procedure should be followed:

- A written request is made by the director of the library to the PALS Plus Executive Director. If the previously stated criteria are met, the new home location will be created.
- If the criteria are not met, the request will be brought to the Policy Committee for review and, if necessary, may be sent to the PALS Plus Executive Board and/or the membership for a final decision.

The naming of new home locations will be general so that it may be used by other PALS Plus libraries (i.e. REFDESK instead of RING-REFDESK)