



System Services

What activities for ALL Eastern Shore libraries take place in the regional, main library?

- **Major holdings** – The main library holds 63% of all of the 145,000 books in the library system. Cape Charles, Chincoteague, and Nassawadox libraries are small with priority on new titles. Older titles are housed at the main library, available for loan through our courier system.
- **Local History and Genealogy** – The Main library houses the Eastern Shore Room, a major special collection of books, manuscripts, and archival papers. It has computer and scanning equipment for research and reproductions. While each library may have some local history resources, the Eastern Shore Room has the major collection to which people from all over the United States will travel.
- **Shipping & receiving** – All inter-library and intra-library deliveries are processed through the main library.
- **Material* purchases** – Technical Services Staff order books for the libraries. Individual libraries may select books, however, patron requests drive a lot of book purchasing decisions.
- **Material processing** – Cataloging, covering, barcoding, etc. is all done at the main library.
- **Interlibrary loan** – If the library system does not own a title and we determine it is too unusual to add to our collection or it is out of print, we order it from the national interlibrary lending service.
- **Youth Services** – Summer Reading Program and other youth services are often coordinated through staff at the main library, especially if it involves funding from the Library of Virginia.
- **Office & custodial supply ordering and shipping** – Office and custodial supplies for Nassawadox are ordered and delivered through the main library. Cape Charles and Chincoteague receive computer supplies via the main library.
- **Courier Service** – Our delivery van is headquartered at the main library. In addition to library materials, it also distributes free of charge community information from nonprofits, which includes event flyers, brochures, and booklets.
- **Internet Hub** – Broadband connectivity is headquartered at the main library with lines branching to other library locations. Cape Charles currently uses their Town's connection.
- **Administration** – The Library of Virginia requires various reporting and communications which is done by the system director at the main library. This can include requests for information or professional support. LVA also administers grants through the staff at the main library.
- **Technology Support** – Chincoteague and Nassawadox rely on the main library to store back-up computer equipment and supplies.

* The term "material" is used instead of just "books," because libraries supply reading materials in a variety of formats including books, magazines, manuscripts, e-books, newspapers, audiobooks, DVD's, podcasts, etc. Library materials can be tangible or electronic.