Request for New ILS Service process
Approved at the <mark>Month, Day, Year</mark> ILS Committee Meeting

This process will work for any type of service.
- A new request is submitted to SCLS ILS Services.
- The ILS Team will evaluate the request to see if it fits into an existing service, can be deployed easily and quickly and/or to see if there is a work around.
- If the request is for a completely new service, someone from ILS Services will get back to the library director and suggest that it be presented to the ILS Committee for additional evaluation.
- The cluster reps may take the idea back to their clusters for additional input and potential approval at the next IC. This could be done via email to expedite the input process.
- If the IC approves the idea, the IC would then need to prioritize the new service along with others as detailed in the annual Technology Plan Project List which is approved in December of each year.