

## SCAMeL Best Business Practices for EFTS

The following guidelines were approved by the SCAMeL Directors on 04/26/2002 with an effective date of 07/01/2002 for participation in and use of the EFTS system by all libraries within the SCAMeL region.

1. EFTS Transaction Files are due by the 10<sup>th</sup> of each month for transactions made in the previous month.
2. EFTS Transaction Files should be uploaded to the EFTS server; <https://efts.uchc.edu/efts/Common/index.aspx> on a monthly basis.
3. Occasionally, unexpected circumstances (technical problems, staff shortages, etc.) make it impossible for an EFTS Transaction File to be uploaded by the 10<sup>th</sup> of the following month. If needed, libraries have a grace period of one additional month to upload transaction files. EFTS Transaction Files **must** be submitted **no later than** the 10<sup>th</sup> of the second month. Borrowing partners are not responsible for paying for transactions uploaded later than the 10<sup>th</sup> of the second month after the transactions took place.

For example: January transactions should be uploaded by February 10. However, major Internet problems University of Connecticut Health Center Library made this impossible. These January transactions **must** be uploaded by March 10 in order to be processed.

4. Credits should be entered into EFTS by the 10<sup>th</sup> of the month following the date the library becomes aware that the credit is required. In the event of unexpected circumstances that make an upload impossible, credits **must** be submitted **no later than** the 10<sup>th</sup> of the second month following the date the library becomes aware that the credit is required in order to be processed.
5. Each library will maintain a deposit in their EFTS account equal to 6 months of estimated borrowing charges.