Agenda Attachment

No Holds Local Copy Option

- **Background:** Items from other libraries are being used to fill local holds when local copies exist, but are no-holds browse copies..

- **Issue:** This increases the wear/tear on items, as well as the number of items being sent via the vans.

- **Recommendation**: Allow all subsequent copies (after your first copy) of DVDs, adult fiction, and juvenile fiction to be classified as LOCAL HOLDS (in call number) to ensure local taxpayers receive local copies first.

- **Status:** New Business at December meeting, Action Item at January meeting

Deceased Patron Record Procedure

- **Background:** Patrons sometimes die with items belonging to other libraries checked out.

- **Issue:** These records should not be deleted without first checking with the owning library.

- **Recommendation**: If upon learning of the death of a patron, you notice they have items checked out from another library, follow this procedure: Contact the owning library to see if they plan to take action to collect their items. If they do not, the patron's record can be deleted by the home library. If the owning library wishes to send a billed notice, the home library will add a pop-up message stating that the patron is deceased, the expiration date will be changed, and a stop will be placed on the account.

- **Status:** New Business at December meeting, Action Item at January meeting

Mandatory Password Update

- **Background:** Libraries have a responsibility to the shared database that only authorized users are able to access Millennium applications and data. The cost of replacing lost information or items, and the consequences resulting from access to confidential or sensitive information could be devastating. In December 2007 the DA approved a three-level password hierarchy, with differing authority, to safeguard certain processes from taking place.

- **Issue:** Item records are being deleted from the catalog through error and/or intent. Some library staff may be using functions they are not authorized to use. Because the majority of library staff do not have their own unique log-in, it is not possible to pinpoint where the problems are occurring. Library staff that do have their own unique log-in (including Beacon, Tivoli, Kingston, Wappingers) find it easy to sign in and out through pre-programmed F keys.

- **Recommendation**: All member libraries be required to update their Millennium passwords and to assign each staff member a unique log-in.

- **Status:** New Business at December meeting, Action Item at January meeting