

**MID-HUDSON LIBRARY SYSTEM**  
**Resource Sharing Advisory Committee Meeting**

**Date:** May 16, 2017

**Location:** MHLS Auditorium

**Committee members attending:**

X AnnaLee Giraldo (Columbia)	X Jeanne Buck (Putnam)
X Stephanie Harrison (Dutchess)	X Katie Scott-Childress (Ulster)
X Julie Spann (Dutchess)	X Julie Dempsey (Ulster)
X Linda Deubert (Greene)	X Thomas O'Connell (MHLS)

**Staff Attending: Merribeth Advocate (MHLS)**

**Others Attending: Tom Lawrence (PPLD), Jessica Kerr (Ulster)**

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**Discussion Items:**

1. Fines Paid Policy on Removal from Sierra

A request to see a longer history in the "Fines Paid" window was received. Thomas explained that there are a limited number of lines available in the "Fines Paid" history. Once the maximum number of lines are used, the oldest information is removed to open space for the most recent information.

2. New I-type for DVD/Blu Ray Combo

The committee revisited this issue. Thomas explained that facets search by material type, which means a change resulting in a patron finding a DVD/Bluray combo in the catalogue would have to be a change to material type. Sierra does not currently have a material type to accommodate combos though this may be an option in a future Sierra release.

The committee strongly recommends that libraries exercise the option to split multi-disc sets following Resource Sharing standards (Data Entry...Item 2, Section B) and break up combo packs. Circulating the DVD and blu ray separately will result in increased circulation and will make it possible for patrons to receive the item they request sooner. Shelf space for two items versus one may not be an issue because the items will be circulating more and on the shelf less.

Libraries that want to keep combos together are encouraged to contact [cataloging@midhudson.org](mailto:cataloging@midhudson.org) to make sure "combo" is in the bib record. This *may* help connect patrons with the combo.

3. Overdrive Advantage Plus

All member library Advantage accounts now have the Advantage Plus functionality applied to them. Items purchased through Advantage accounts will fill holds by local preference. It was suggested that it is not necessary for libraries to maintain two Overdrive accounts – a regular account and an Advantage account. Upon request Merribeth can delete accounts no longer needed.

4. Red Hook Pop-up Library

The Red Hook Library will be using a van borrowed from Bard for a pop-up library this summer. Items on the van are considered a special collection and will not be available to fill holds.

5. Suppressed Bib Records

When attaching an item to a bib record, make sure the record is not suppressed. If it is necessary to attach an item to a suppressed record, please contact [cataloging@midhudson.org](mailto:cataloging@midhudson.org).

6. Weeding Issues: Suppressed and billed items – Best Practices

In support of the ongoing weeding project that is being undertaken, Thomas provided a document to eliminate confusion as to how to handle Suppressed records or item records at a Billed status for a long time. It is attached to this report.

7. Committee Changes

Julie Dempsey's is leaving the Resource Sharing Advisory Committee. Jessica Kerry (Woodstock) will be the new Ulster representative on the Committee. Jeanne Buck (Carmel) will be the new committee chair.

Meeting dates 2017:

September 19

November 14

### **Weeding issues: Suppressed and billed items - Best practice and policies:**

It is important to us to support the ongoing weeding project that many libraries are undertaking. There has been some confusion as to how to handle Suppressed records or item records at a Billed status for a long time.

**Billed (and Lost & Paid)** – For items that have been at the Billed or Lost & Paid status for a long time, and libraries can determine what a long time is for them, the owning library may choose to delete the item records from the shared catalog. While it is possible to delete item records ‘one by one’ it is usually more efficient to have MHLS delete them en masse. If a library wants MHLS to delete a batch of item records they should collect the records to delete in a Create Lists Review File and contact [cataloging@midhudson.org](mailto:cataloging@midhudson.org).

Libraries should be aware that items that have been at the status of Billed for three years and items at the status of Lost & Paid for longer than three months will have their Annual Report Code set to Suppress.

- As well as suppressing items at the status of ‘Discard’ & ‘Claims Returned’ older than 3 months [DA6/2015]
- And suppress items that have not been updated in three years and have the status ‘Missing,’ ‘Missing in Transit,’ ‘On Search,’ ‘Repair,’ & send each member library their specific list [DA6/2015]

**Suppressed** – Member Libraries with Items that have had the Annual Report designation of Suppress for longer than three years may want to delete them from the shared catalog. This past Annual Report period some libraries experienced confusion with suppressed items counting as ‘Other Items’ in their reports. If you would like to delete these items, collect the records to delete in a Create Lists Review File and contact [cataloging@midhudson.org](mailto:cataloging@midhudson.org).

In October, MHLS Technical Support will generate a list of Suppressed items and distribute them to member libraries for the library to review their Suppressed items.