

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

**Date:** 9/29/15

**Location:** MHLS

**Committee members attending:**

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|---------------------------------|-----------------------------------|
| x AnnaLee Giraldo (Columbia)    | x Jeanne Buck (Putnam)            |
| x Daniela Pulice (Dutchess)     | x Julie Dempsey (Ulster)          |
| x Stephanie Harrison (Dutchess) | x Katie Scott- Childress (Ulster) |
| x Linda Deubert (Greene)        |                                   |

**Staff Attending:** Nina Acosta, Merribeth Advocate, Robert Drake, Thomas O’Connell

**Others Attending:** Tom Lawrence (PPLD), Janet Huen (PPLD)

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Minutes from 5/22/15 were reviewed and approved.

**Agenda Items:**

1. OverDrive Default Lending Period. The option of changing Overdrive’s default lending period from 14 to 21 days was discussed. After discussion the committee recommends that rather than set the default lending period to 21 days for everyone it would be preferable to give the patron the opportunity to set their own default loan period, choosing 14 or 21 days. **Action Item.**
2. Item cost in item record. The committee discussed what price should be included in an item record – the actual price plus a processing fee or the cover price. The consequences of not having an accurate price in the item record were pointed out. The Committee requested more information including how other systems handle the issue. Discussion will be moving towards a best practice for determining an item’s cost to be put in the record.
3. Resource Sharing Standards Violation. Robert presented updated procedures for handling a resource sharing standards violation. Though the committee considered the stockades, a dunk tank or requiring the offenders to wear a scarlet V, they ultimately agreed with the updated procedures presented by Robert. **Action Item.**
4. “Availability” facet language in the OPAC. Currently appearing under “Availability” are “At the Library” or “Online”. This can be confusing to patrons because items “At the library” under “Availability” are not necessarily available. Robert presented alternative wording but the committee agreed changing the words under “Availability” did not change the basic issue that “Availability” did not mean the item was available. The committee recommends removing the facet. **Action Item.**
5. Paying Fine Language in mobile version of catalogue. The committee agreed with Robert’s recommendation to clarify the language in the mobile version of the catalogue to direct patrons to the full site via their mobile device to pay fines. The committee suggested “full site” in the text be a link to the full site.

6. Holdable Display Status. The committee considered the request for a new status “holdable display”. After discussion the committee recommends that items with a status of “Display” be holdable in keeping with the intention of a display which is to encourage an item to circulate. If an item on display is inaccessible or otherwise unavailable for circulation it was suggested another status, for example “in library use”, be used. **Action Item.**
7. Best Practices for keeping street date. Resource Sharing reviewed Baker & Taylor’s language applying to the on-sale date which prohibits display as well as circulation of items before the sale date. The committee believes violations are most often oversights and recommends a reminder be sent to the Sierra and Directors’ lists explaining the importance of honoring publisher street dates.
8. Sierra Best Practices & Procedures Document. Thomas presented a table of contents for a best practices document which is under development. The table of contents promises a very comprehensive and helpful document which the committee believes will be very useful. Thomas expects the document to be completed by year end.
9. MHLS Cataloging Procedures. The committee reviewed the Cataloging Department’s schedule of record maintenance and cleanup. Discussion led to the value of the upcoming Sierra Data Entry Workshop. The committee highly recommends representatives from every library attend the workshop. There have been changes in items cataloging procedures that make it a good idea for every library to send someone, even experienced cataloguers, to the workshop. Consistency in the process of record creation and cataloguing is important for the efficiency of our shared catalogue.
10. Item condition at check-in. Just a reminder that staff should be aware of the condition of an item at check-in and follow Resource Sharing procedures for damaged or incomplete items.

#### **DA Action Items:**

##### **OverDrive Lending Period**

- **Background:** In order to meter usage of the system’s digital (overdrive) collection, the lending period was set at 7 or 14 days, and 21 days loans were prohibited. As the collection has grown in size, this initial loan period designation has come up for rediscussion.
- **Issue:** Various patrons have indicated that the current 14 day loan period is insufficient to finish an Overdrive e-book or audiobook.
- **Recommendation:** The Resource Sharing Advisory Committee recommends that a 21 day lending period option be made available to Overdrive Patrons.

### Make 'Display' Status Holdable

- **Background:** In order to increase circulation and improve the visibility of certain titles, use of displays in libraries is increasing throughout the system. The 'Display' status indicates that an item is not on the shelf.
- **Issue:** The current setting of 'Display' status removes the item from the normal hold paging process, and does not support the flow of materials.
- **Recommendation:** The Resource Sharing Advisory Committee recommends the 'Display' status begin to page normally for holds.

### Remove 'Availability' Facet in Encore

- **Background:** The 'Availability' Facet currently allows patrons to filter between items that are 'In the Library' and "online".
- **Issue:** The "In the library" designation is confusing since these are not necessarily physically in a library. The functionality of the online facet is duplicative of the 'articles' search tab and/or the e-book facet. Since this adds additional complexity to the site and provides only limited or confusing functionality the discussion was to remove this facet.
- **Recommendation:** The Resource Sharing Advisory Committee recommends the removal of the 'Availability' Facet.

### Adoption of Updated Procedures for Resource Sharing Standards Violation

- **Background:** The current procedures for resource sharing standards violation have not been updated since 2009.
- **Issue:** The Resource Sharing Committee revisited the procedure and developed new wording that better reflects current practice and MHLS staffing.
- **Recommendation:** The Resource Sharing Advisory Committee recommends the adoption of the [updated Procedures for Resource Sharing Standards Violation](#).

Next Scheduled Meeting: November 19, 2015

Minutes recorded by Jeanne Buck