

DRAFT
MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: 11/19/15

Location: MHLS

Committee members attending:

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

Staff Attending: Robert Drake

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

Minutes from 9/29/15 were reviewed and approved.

Agenda Items:

1. Display Status Holdable
After further discussion with Innovative Robert found out that how statuses work cannot be changed in Sierra. A status of “display” cannot be made holdable and another status cannot be created to become holdable.
2. Registration Card Update
Robert requested suggestions for improving the current library registration card. Suggestions can be submitted until the end of the year. New registration cards will be printed in January.
3. Lost Items Procedure
The Committee agreed that it is best practice to include a printed receipt or printed item record when payment is sent to the owning library for materials that are “lost and paid”. Best practice dictates that every transaction has a receipt.
4. Item cost in item record
In the interest of moving toward insuring that the item cost in the item record is as accurate as possible,
 - the committee recommends the default cost be changed from \$30 to \$18. **Action Item.**
 - The committee recommends that the item cost in the item record be the actual purchase price plus a processing fee (Robert will supply wording for the action item incorporating OSC best practices language). **Action Item.**
5. Addition of Magazines Tab to Catalog
Robert is working on the best way to include Zinio magazine titles in catalogue. The committee recommends a link to the “newsstand” page displaying available magazines and liked Robert’s suggestion to use the empty space on the catalogue page to advertise Zinio for the first few months it is available.
6. Standard message for damaged discs
The committee discussed the request that a standardized message for lost or damaged DVD/CD’s be instituted. The committee agreed that a standard message would omit details that would be helpful and did not support the request for a standard message.

7. Frozen Holds

Robert reported that there are currently about 2,600 frozen holds in the system, about 700 of them have been frozen since January. This is a small percentage of the total holds system-wide. When an item is frozen, the system assigns it a date two years in the future to unfreeze the hold. Frozen holds appear in the catalogue and in Sierra as part of the total hold count which can be misleading. The committee requested the maximum time a hold can be frozen be shortened. Robert will explore if this is an option.

8. Save Search/Save Export in Create Lists

There is a very limited number of save slots available in create lists for saved searches and saved exports. The committee requested Robert remind the owners of unused or unnecessary saves to delete them.

9. Meeting Dates

The following dates are scheduled for Resource Sharing meetings in 2016: January 27, March 30, May 18, July 21, September 28, November 17.

DA Action Items:

Item Cost Default

- **Background:** Best practice is that libraries use the market value plus reasonable processing costs instead of list price since this overinflates the value of items in the catalog in relation to both patron billing, insurance, and other statistics.
- **Issue:** Item cost values are inconsistently applied and often over-value the price of items in the catalog.
- **Recommendation:** The Resource Sharing Advisory Committee recommends that the default item cost in the new item template be changed from \$30.00 to \$18.00 in order better facilitate libraries indicating the market and not list price (plus any relevant processing feeds) in the item cost field.
- **Status:** Discussed at 11/19/15 Resource Sharing Advisory Committee meeting; Action Item at 12/4/15 DA meeting.

eMagazines Button in Encore

- **Background:** eMagazines are being considered as a new system service.
- **Issue:** The potential addition of eMagazines prompted a discussion on how to best publicize their availability to patrons.
- **Recommendation:** The Resource Sharing Advisory Committee recommends that the right-side logo in the Encore catalog (currently not visible) be linked to the interface of any chosen eMagazine vendor for a period of three months.
- **Status:** Discussed at 11/19/15 Resource Sharing Advisory Committee meeting; Action Item at 12/4/15 DA meeting.

Next Scheduled Meeting: January 27, 2016

Minutes recorded by Jeanne Buck