

MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: 1/29/15

Location: MHLS

Committee members attending:

| | |
|------------------------------|--------------------------|
| X Julie DeLisle (Columbia) | X Jeanne Buck (Putnam) |
| X Daniela Pulice (Dutchess) | X Julie Dempsey (Ulster) |
| X Gloria Goverman (Dutchess) | X Amy Raff (Ulster) |
| X Linda Deubert (Greene) | X Robert Drake (MHLS) |

Staff Attending: Merribeth Advocate

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

Minutes from 11/24/14 were reviewed and approved.

Action Items:

1. Best Practices for ILL to be developed by Merribeth and Robert.

Discussion Item:

1. Kids' Catalogue

The Committee recommends that the Kids' Catalogue be discontinued due to lack of use.

Discussion included the observation that the vote was unsuccessful at the last DA meeting because it was taken so early in the meeting and not enough directors were present to have a successful vote (minimum of 20). The Committee recommends System Services explore the possibility of changing the order of the agenda and suggests that the meeting start with the Director's Report. The Director's Report is available in written format making it possible for anyone who misses the beginning of the meeting to still be informed.

2. Spanish Language Encore

Spanish Language Encore will translate the buttons and headings in Encore, but it does not translate titles, etc. The cost is \$1000 system wide. Committee recommends Spanish Language Encore to System Services for decision on funding.

3. Book Club Web Contact Form

Robert demonstrated a form that can easily be completed and emailed to alert owning libraries to book club requests. The Committee recommends that the form be used by staff to ask other libraries to check on book club requests. Robert will demonstrate at DA meeting.

4. Link to SEAL in Encore

The Committee discussed a request made by a patron to include a link to SEAL in Encore for public use. After discussion the Committee agreed that the link should not be included but that "a best practices for ILL" for use by staff should be developed. Merribeth and Robert will draft something.

5. Library Name Change in Encore

Robert pointed out that if a library requests their name be changed as displayed in Encore, the library's position in the location list will not be changed (ie, alphabetization will not apply). Robert suggested this may be a non-issue since the cost to make the change (\$1,000) may be prohibitive. The Committee agreed with Robert's assessment.

6. Tagging Functionality

This function is currently turned off in Encore and the value of turning it on was discussed. The need for procedures and best practices for creating tags and the permanence of tags (once something is tagged, it is tagged forever) outweighed any possible benefits at this time. The Committee agreed the tagging function should not be turned on at this time.

7. Training Suggestions

Create Lists

Excel for directors using reports

Mandatory data entry – Resource Sharing agrees with System Services

DA New Business:

Action Item: Book Club Request Form

- **Background:** In order to acquire many copies of the same title for book clubs, there are postings on the listserv asking for libraries to check in their copy of the title to fill the hold. These listserv postings go to all libraries and do not target just the ones that have the title
- **Issue:** MHLS was asked to create a form that would improve this and help facilitate requests. The Book Club Request Form is now available for use. It is viewable from the topics of page of midhudson.org or directly at <http://midhudson.org/topics/resource-sharing-2/technology-operations/book-club-request-form/>
- **Recommendation:** The Resource Sharing Advisory Committee recommends that staff use the new Book Club Request Form to ask other libraries to check in books for their books clubs.
- **Status:** Discussed at the 11/24/14 Resource Sharing Advisory Committee meeting. Discussed at the 1/29/15 Resource Sharing Advisory Committee meeting. Action item at the 2/5/15 DA meeting.

Action Item: Required Data Entry Training

- **Background:** Annually about 180,000 records are added to the database by hundreds of member library staff. Consistent and correct data entry is required to maintain the integrity of our shared database.
- **Issue:** All staff doing data entry must be properly trained on the procedures that need to be followed in order to ensure that our shared database is as accurate and efficient to use as possible.
- **Recommendation:** The Resource Sharing Advisory Committee agrees with the System Services Advisory Committee recommendation that MHLS offer data entry training in 2015 and that at least one staff person from each library attend.
- **Status:** Discussed at 1/8/15 System Services Advisory Committee meeting. Discussed at the 2/29/15 Resource Sharing Advisory Committee meeting. Action Item at the 2/5/15 DA meeting.

Action Item: Discontinuation of Kids' Catalog

- **Background:** About .1% (one-tenth of one percent) of searches are done in the Kid's Catalogue.
- **Issue:** Why maintain something that is not used.
- **Recommendation:** The Resource Sharing Advisory Committee recommends the discontinuation of the Kids' Catalogue.
- **Status:** Discussed at 11/24/14 Resource Sharing Advisory Committee meeting. Action Item at 12/5/14 DA meeting. Discussed at the 1/29/15 Resource Sharing Advisory Committee meeting. Action Item at the 2/5/15 DA meeting.

Next scheduled meeting: March 31, 2015

Minutes recorded by Jeanne Buck