

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

**Date:** January 27, 2016

**Location:** Mid-Hudson Auditorium

**Committee members attending:**

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|---------------------------------|--------------------------------|
| x AnnaLee Giraldo (Columbia)    | x Jeanne Buck (Putnam)         |
| x Stephanie Harrison (Dutchess) | Katie Scott-Childress (Ulster) |
| x Julie Spann (Dutchess)        | x Julie Dempsey (Ulster)       |
| x Linda Deubert (Greene)        | x Robert Drake (MHLS)          |

**Staff Attending:** Merribeth Advocate

**Others Attending:** Janet Huen, PPLD and Tom Lawrence, PPLD

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**Action Items:**

1. Minutes from November 19, 2015 meeting reviewed and accepted.
2. The registration card template has been updated, incorporating suggested improvements, including Spanish translation. New cards will be printed when the 10,000+ cards currently in inventory are used up. A pdf of the new card is available for libraries that want to print their own now.
3. Item cost in record has been updated to \$18 as requested by the DA.
4. Robert reported the Lost in Transit Report went out and will continue to be sent quarterly. The committee recommended that the report be sent to the Sierra List as well as the Directors' List to ensure it is addressed with proper urgency.
5. Robert reported it is not possible to change the amount of time a hold can be frozen.

**Discussion Items:**

1. Home Library and Services for Non-Resident Patrons: Patrons who are not residents of the Mid-Hudson Library System have been issued non-resident cards with the home library not designated. As a result, these patrons were not able to access OverDrive which requires a home library in the patron record. The committee recommends that the library issuing the library card be designated as the home library.
2. Courtesy Notices: Sending an email reminder (courtesy notice) to patrons that items they have checked out are coming due was discussed. The Committee recommends that notices be sent out system-wide three days before an item is due.

The Committee also looked at the possibility of sending out text notifications system-wide. Robert reported that the quote he received was for \$13,000+/year. A phone number could only be used for one patron (ie, each member of the family would need their own number in the system), text messaging fees if any would apply, texting would be an additional form of notice, a patron would be able to opt out. Due to the cost and drawbacks the committee decided not to pursue text notifications at this time.

3. Project Gutenberg Links: Patrons no longer have access to Project Gutenberg titles through OverDrive. To give patrons access, titles can be added to the catalogue. There are approximately 4,000 titles that can be added. The committee looked at the default records (no cost) and the Skyriver records (a little over \$1 per record). The Committee agreed on the importance of good findable records to increase access to Project Gutenberg titles. The Resource Sharing Committee recommends purchasing Skyriver records for Project Gutenberg titles and refers to the Central Library/Collection Development Advisory Committee to choose what titles to add into the catalogue.
4. Encore Header Image: The Committee agreed to keep the “New On-line Magazines” button on the Encore Header. The Committee asked Robert to create a mock-up header similar to PPLD’s with active links in the banner to include E-Magazines, OverDrive, Your Library.
5. Collection Agency Language: The Committee agreed that the Collection Agency Section in Resource Sharing Guidelines should be removed from the Notices section and given its own section. Language should be adjusted to make it clear that collection is just for fines/fees from the library working with the collection agency. Legally a library can only use a collection agency for their own items.

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**To include in DA Agenda Attachment as an Action Items: Need for Home Library in Non-Resident Cards**

- Background: Non-resident patrons who have not been able to access OverDrive have contacted Mid-Hudson. Mid-Hudson has determined that these patrons have been issued library cards without a home library designated.
- Issue: Non-resident patrons have been issued library cards without a home library indicated in the patron record. Patrons without a home library in their record are not able to access OverDrive.
- Recommendation: The library issuing the library card to a non-resident of the Mid-Hudson Library System will be designated as Home Library in the patron’s record.

**To include in DA Agenda Attachment as New/Proposed Business & Information: Sierra Courtesy Notices**

- Background: Courtesy notices alerting patrons that they have items coming due can be helpful to patrons and can help to increase circulation.
- Issue: Courtesy notices can be sent alerting patrons they have items due.
- Recommendation: The Resource Sharing Committee recommends courtesy notices be automatically sent out daily system-wide to patrons who have items due in three days. The recommended wording “Your item is due soon. Please check your account or contact your library for more information.”

Adjourned 11:20

Next Meeting Monday, March 21

Minutes Submitted by Jeanne Buck