

MHLS Resource Sharing Advisory Committee meeting of 5/27/09

Attending: Janet Huen, Tom Lawrence, Woodstock, Julie Johnson, Gillian Thorpe, Lisa Karim, Karen O'Brien, Laurie Shedrick, Josh Cohen, Merribeth Advocate

Minutes from 5/16/2009 approved by L. Karim, seconded by G. Thorpe. Action items were reviewed.

Payment for Items

- Issue discussed: When staff override messages or blocks to allow checkout to patrons who are blocked by the system, who pays for those additional items that have been taken out if they are not returned.
- Committee asked L. Shedrick to run a report of patron overrides. (*See Action 3*)
- Add to MHLS Resource Sharing Standards in Circulation 7B (additional wording appears in italics):
 - *As a general rule, libraries should not override messages and or blocks. Only directors or their designated representative(s) can override messages, to prevent abuse. The director is responsible for all overriding done at their library, and ultimately the overriding library can be held financially responsible if another library suffers loss. (See Action 4)*

Locking cases

- L. Shedrick will put information in the Bulletin about items in locking cases. When they are loaned to other libraries it has been reported that they sometimes relock in transit and then arrive locked. At that point the borrowing library may send them back to the owning library with a note to be reopened or libraries can buy their own keys from a vendor. (*See Action 5*).

Fines on ILL

- Problem is that the institution cards that are set to not accrue fines are being assessed manual fines by MHLS libraries, which blocks them from SEAL loans. L. Shedrick will put information about this in the Bulletin and on the Millennium list serv, and will remove manual fines from all P-Type 5 to set a new base line. (*See Action 6 & 7*).

Secondary e-mail notification field in patron record

- Committee agreed to add a blank variable length 'e-contact' field to collect 'yes' 'no' value for patrons to opt out of non-circulation library related communication. This will be an item of New Business at the June DA meeting (*See Action 8*).

High-Demand Holds

- The High Demand Holds screen is a great tool to know your library is satisfying their Resource Sharing purchasing obligations. L. Shedrick will demonstrate at the June DA meeting and will send the instructions to each library (See *Action 9 & 10*).

30 second training

- Continuing Education / Professional Development Advisory committee asked this committee to discuss the 30 second training technique where short, one-item training modules are sent by e-mail. A pilot with Millennium topics will be instituted after the format is developed by M. Advocate (See *Action 11*).

Required Training

- Issues discussed: Level of resource sharing has grown exponentially in the past few years, but adherence to Resource Sharing Standards seem to be slipping. It is ultimately the Director who is responsible for staff to follow this.
- Continuing Education / Professional Development Advisory committee recommended that this committee identify “essential” trainings on Millennium that should be mandatory for every library. Circulation training will be offered in the fall. Committee asks the Directors Association to recommend that at least one staff person from each library attend this training to ensure that our shared database be as accurate and efficient to use as possible. This will be an item of New Business at the June DA meeting (See *Action 12*).

NetLibrary:

- MHLS will send out technical contact number: 1-800-848-5800 (See *Action 13*).

Actions:

1. L. Shedrick will send document for APATID to all member libraries.
2. L. Shedrick will make OPAC instructions open in a new window.
3. L. Shedrick will run a report of patron overrides to be reviewed at the next committee meeting.
4. Additional wording will be added to MHLS Resource Sharing Standards in Circulation 7B.
5. L. Shedrick will put information in the Bulletin about Locking Cases.
6. L. Shedrick will put information about Fines on ILL in the Bulletin and on the Millennium list serv.
7. L. Shedrick will remove manual fines from all P-Type 5.
8. DA New Business at June meeting: Secondary e-mail notification field in patron record
9. L. Shedrick will demo the High Demand Holds screen at the June DA meeting.

10. L. Shedrick will send out information about the High Demand Holds screen.
11. After the 30 second training format is developed by M. Advocate, Millennium topics will be used for the pilot.
12. DA New Business at June meeting: mandatory circ training in the fall.
13. M. Advocate will send out technical contact info for NetLibrary.

MerriBeth Advocate