

Resource Sharing Advisory Committee Meeting 8/13/09- Report to DA

In-Kind service as payment type:

- “Committee recommends that In-Kind be added as a payment type to the Payment Method drop-down menu. In-Kind payments can not be used for replacement or billed items from other libraries, unless the owning library approves.” *DA Action Item*

“Updated by” field:

- Committee discussed adding ‘Updated By’ to the ‘Entered by’ field. The committee determined that it would be impossible to ensure that the field had been updated and without prompts, doubted that staff would be consistent in using it. *DA Action Item*

Claims returned standard practice

- The committee recommended adopting a system wide block on patrons with more than 10 Claims returned. *DA Action Item*

Clearing holdshelf:

- L. Shedrick will provide training in the Spring on topic of Holds Management.

Limit on renewals – ‘999 renewals’:

- “Committee recommends that loan rules cannot include a renewal higher than 10.” *DA Action Item*

Updates and changes to the Resource Sharing Standards

- The entire document was reviewed. Many text changes were made to clarify the meaning. Please see separate document. Odd material type loan standard:
- Committee recommends the creation of a ‘Miscellaneous’ I-type with a standard loan of 7 days, 0 fines, 1 renewal.

Collection Agency: 2 libraries are using a collection agency Service (East Fishkill & PPLD). PPLD has purchased an Innovative product “Collection Agency”, which creates automatic reports to their collection agency service. This product creates reports only by Ptype. East Fishkill uses a very cumbersome process, beginning with creating a list and then verifying the items. The main difference is EFK bills by their items and ppld bills their patrons for any items in billed status.

- Issue discussed is with PPLDs process of billing patrons for items they do not own. The committee agrees that a library cannot bill patrons for items they do not own. L. Shedrick will work with PPLD staff to see if the process can be refined.

Staff overrides:

- The committee reviewed override reports. It was felt that the reports could be generated for specific locations when a complaint was lodged. The recently accepted policy holding the overriding library accountable for loss would sufficiently manage the issue.

Resource Sharing Standards document Review

The entire resource sharing document was reviewed for clarity. New recommendations for policy were included. Changes for clarity were made as well as new additions for policy.

Next meeting 11/20/09:

Merribeth Advocate

Action Items

- L. Shedrick will draft and J. Dempsey will review a letter to be sent to Sheelagh Kaplan, Assistant Director at Mahopac, in response to the letter she sent on RS Policies.
- L. Shedrick will develop training to clear up inconsistencies with holds management. It will be held in the Spring of 2010.