

MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: August 18th 2010

Location: MHLS Auditorium

Committee members attending:

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| <input type="checkbox"/> Luisa Sabin- Kildiss (Columbia) | <input type="checkbox"/> Jeanne Buck (Putnam)X |
| <input type="checkbox"/> Daniela Pulice (Dutchess) X | <input type="checkbox"/> Amy Raff (Ulster) X |
| <input type="checkbox"/> Carol Rodriguez (Dutchess) X | <input type="checkbox"/> Kelly Tomaseski (Ulster) |
| <input type="checkbox"/> Bonnie Snyder (Greene) X | <input type="checkbox"/> Laurie Shedrick (MHLS) X |

Staff Attending: Karen O'Brien, MerriBeth Advocate

Others Attending: Lisa Karim, Tom Lawrence

Meeting called to order at 10:04am.

Carol Rodriguez made motion to accept minutes of previous meeting and Amy Raff seconded.

Action Items:

1. Charge for no pickup of holds: Counties were polled with the following results: Dutchess, not all libraries will do; Ulster no, Greene no. Group discussed whether MHLS can bill back for no pickup in libraries, but many felt the libraries are already paying for delivery. Discussion of adding statement to OPAC on barcode screen that tells patrons cost of delivery and possible charge in future. Statement crafted by committee to read as follows:

There is a cost associated with requesting items.

Please be mindful of this as you place your request.

You now have the option to "[Freeze](#)" holds on requests you may not be ready be ready for at this time.

Statement will include hyperlink to instructions for freezing holds. Laurie will also send pdf of statement to libraries so they can print for use as bookmark to insert in items. Laurie will send notice to DA listserv about this statement on OPAC. Discussions about what percentage of holds are returned by individual libraries versus overall MHLS percentage. Laurie will place instructions for obtaining these figures in toolbox.

2. **Global charging for no pick up in Millennium:** Laurie reported that Innovative can't do this so it must be a manual charge.
3. **Libraries not sending over due notices:** Laurie spoke to ones not doing them, and corrections were made.
4. **New Wording in Resource Sharing Standards:** Free libraries & waiving was approved.
5. **Not wanted before date in OPAC:** Laurie reported that this is not an option as per Innovative
6. **Freezing Holds:** documentation sent out to libraries
7. **Just In From Bookletters:** We are not signed up since annual cost is \$1000. This product would cross check with catalog to see if library owns the items and allow library to adjust their newsletter based on results. Laurie to post Bookletters list to DC listserv to allow libraries to do this on their own without the cost.

New Action:

Carol Rodriguez made a motion and Amy Raff seconded. The Resource Sharing Committee recommends that there be no minimum for patrons to pay fees and fines online, and that the current practice of deducting MHLS charges before monies are forwarded to individual libraries continue. Laurie will consult with Innovative and the business office.

DA New Business:

Revisit exceptions to providing holds:

Background: Some libraries are not adhering to resource sharing standards for holds and purchasing. The following examples were discussed: items are not being sent out for holds, not following resource sharing standards for purchasing in relation to number of holds, not understanding that first copy of item must be holdable, canceling holds to avoid filling.

Issue: Libraries are not following resource sharing standards and there is some confusion as to how to interpret standards.

Recommendation: MHLS will follow-up with libraries that are not following standards after a letter is sent documenting violation. Committee will revisit issue after these steps have been followed. Wording in the Resource Sharing Standards document will be changed to clearly state that the first copy of all items that are not in library use must be holdable.

Discussion Items:

1. Mandate Notices: discussed above
2. Freezing Holds: Committee members reported that this feature is working fine. Discussion of wording change that would use word "unfreeze" rather than no wording when item is frozen. Laurie reported this must be an enhancement request
3. Clearing Holdshelf: Laurie will visit libraries that are not clearing holdshelf
4. Deleting items options: There is an option in Millennium to scan multiple barcodes before deletion; it would allow libraries to delete by review file. Laurie would recommend making it available only to those libraries with an administrative password. The committee members agreed it should not be available since it makes it too easy to delete other libraries files.
5. Extending Holdshelf: Committee agreed that more time on holdshelf is not needed now that freezing holds is available.
6. Loss of services packet: Overall the packet is very helpful. Suggested change to wording for after hours calls to: If system is down after hours contact system cell phone. It was agreed that information on the answering machine message regarding the status of millennium, power restoration etc. would be helpful.
7. Google books: Laurie reported that we can link our catalog to Google books. This would only be used for books in the public domain. Committee discussed the need for collection development, to decide what items would be included in the catalog? Committee members agreed that linking to Local history books would be helpful. Members agreed to refer this item to the Collection Development Committee.
8. 2009b OPAC: Laurie will send a link to allow us to look over changes to the OPAC. This is a live link so we can place holds etc to get a feel for how it works. Members must give feedback to Laurie by September 18th.

Amy Raff made a motion to adjourn, seconded by Bonnie Synder.