MHLS Director's Association
Meeting of Wednesday, September 10, 2014
MHLS Auditorium: 10:00 a.m. – 12:00 p.m.

AGENDA ATTACHMENT

Action Item #2: Databases Included in Sierra Search

- **Background:** While most databases are purchased as a group buy, some databases are purchased by only 1 or 2 libraries or a county. Currently these databases are not searchable in the OPAC although they are listed on the HomeACCESS County pages of each library.

- **Issue:** Libraries that own these databases would like to see them searchable in the catalog. Current Resource Sharing practice is not to do this.

- **Recommendation:** The Resource Sharing Committee recommends that these databases be included in the catalog, provided: (1) the library can obtain a licensing agreement that allows these databases to be searched remotely by patrons of non-subscribing libraries and permits the interlibrary loan of full text articles/resources to other MHLS libraries; and (2) System resource sharing policies and procedures are developed and adopted regarding filling patron requests for full text articles/resources available from one or more member libraries but not all member libraries.

- **Status:** Discussed at 7/10/14 Resource Sharing Advisory Committee meeting; New Business at 7/25/14 DA meeting; Action Item at 9/10/14 DA meeting.

Action Item #3: 2015 Estimate of E-Resources: Databases,eBook/eAudio, Catalog Enhancements - Central Library and Member Library Cost Shares

- **Background:** The MHLS Central Library/Collection Development Advisory Committee reviews the usage of system-wide databases to insure they are cost effective and being used enough to be worthy of renewal. The committee also reviews the Central Library Development Aid (CLDA) budget that cost-shares the price of the databases with the member libraries.

- **Issue:** Each year the Directors Association votes to approve the recommended package of cost-shared e-resources (databases, ebook/eaudio, catalog enhancements) for the coming year. The attached chart shows the estimated cost per library of all collectively purchased e-resources proposed for 2015 (Chiltons, Gale Testing & Education Reference Center - TERC, Mango Languages, TumbleBooks, JobNow) and OverDrive. It also shows the funds going towards catalog enhancements (Encore, EBSCO: NextReads & NoveList, Syndetics).

- **Recommendation:** To approve the 2015 costs.

- **Status:** New Business at 7/25/14 DA meeting; Action Item at 9/10/14 DA meeting.

Action Item #4: **2015 Tentative Member Assessment Table**

- **Background:** The MHLS DA votes annually on the member assessment fees. The 2015 Member Assessment Table was provided for information purposes at the 7/25/14 DA meeting.

- **Issue:** DA asked the System Services Committee to look at the fees for possible adjustments in the general fee. The MHLS System Services Advisory Committee met on 9/3/14 to consider comments and questions of members and provide a recommendation.

- **Recommendation:** The committee recommends that the DA vote on the fees as proposed since any adjustments in the general fees would be inconsequential.

- **Status:** New Business at 7/25/14 DA meeting; Discussed at the 9/3/14 System Services Advisory Committee meeting; Action Item at 9/10/14 DA meeting.

Action Item #5: **Sierra Group Login**

- **Background:** Prior to the adoption of Sierra, the Directors Association voted to assign individual log on initials for each person using Sierra.

- **Issue:** Once the switch from Sierra to Millennium was made and the system migrated to the Cloud, it was discovered that log in time was significantly slower than previously. Roughly a third of member libraries then began to treat one individual login as a de facto group log in.

- **Recommendation:** The Resource Sharing Committee recommends that a group login with very limited permissions be created for those libraries that want it, with the understanding that if the technology ever allows for more seamless switching between logins, this allowance be revoked. The wording for the proposed Resource Sharing Policy appears on the following page.

- **Status:** Discussed at 4/24/14 Resource Sharing Advisory Committee meeting; Discussed at 6/5/2014 DA Steering Committee & System Services Advisory Committee joint meeting; Discussed at 7/10/14 Resource Sharing Advisory Committee meeting; Reported at 7/25/14 DA meeting; Action Item at 9/10/14 DA meeting.

For the library who chooses to utilize a Sierra Group Login:
1. **Group Logins may only have such permissions as designated and periodically reviewed by the Resource Sharing Committee and viewed below in Appendix A.**
2. **Group login passwords are changed upon the departure of any individual with access to the login.**
3. **Any loss, damage or issue arising from, related to, or prompted by the usage of group logins shall be the liability of the library using group logins.**
4. **Any change to the ILS that facilitates rapid and effective switching of users shall prompt the immediate discontinuation of group logins.**

Appendix A: Group Login eligible permissions

Add Message at Checkout (310)	Add MESSAGE variable-length field to an item at checkout.
Adjustments (362)	Print fine/bill adjustments in Sierra Circulation.
Authorized to checkin Billed Items (61)	Check in a billed item.
Collect Fines (95)	Collect fines during check-in or from the Fines tab.
Do Not Fulfill Holds Check In (331)	Enable Check In (Do Not Fulfill Holds) functionality in Check In (No Patron) mode.
056 Examine fines paid file	View history of fines paid by a patron.
Fines (360)	Print fine notices in Sierra Circulation.
Free records in use by system (29)	Free "in use" (or busy) records
Hold Cancellations (355)	Print hold cancellation notices in Sierra Circulation.
Hold Pickup (354)	Print hold pickup notices in Sierra Circulation.
Holds management (45)	Place, cancel, or modify holds.
Item Page Lists (358)	Print item page lists in Sierra Circulation.
Overdue (351)	Print overdue notices in Sierra Circulation.
Page Slips (356)	Print paging slips in Sierra Circulation.
Preview Print Templates (282)	Also controls the ability to move templates between the Preferred and Other Templates lists.
Save settings (176)	Save settings options
Send email (291)	Send email notices
Title Paging Lists (394)	Print title page lists in Sierra
Update Print Templates tab (283)	Controls the ability to select the Output Type, Use Print Templates, and Select Template options
Update Patron Records (164)	Edit patron records.
View Cancelled Holds (316)	View information on cancelled holds
View Teleforms History (389)	View the Teleforms History table
View bibliographic records (101)	View, but not edit, bibliographic records.
View Item records (121)	View, but not edit, item records
View items checked out to patron (167)	View items checked out to a patron
View patron record in check-out (94)	View tabs and/or messages for a patron record.
View patron records (161)	View, but not edit, patron records
View summary list (151)	Retrieve a bibliographic record and the summary of all attached records in view-only mode

New Business #1: MHLS DA Bylaws Change

- **Background:** Three DA Steering Committee members have terms that expire in 2015. Members of the steering committee are nominated in October. Three of the five Steering Committee members serve on the System Services Advisory Committee as well. The Steering Committee meets only once a year to elect a chair and secretary..

- **Issue:** Issue: The responsibility for planning programs and conducting affairs of the Association between meetings is being performed by the System Services Advisory Committee.

- **Recommendation:** The System Services Advisory Committee recommends that the Steering Committee be subsumed into the System Services Advisory Committee and that the bylaws be amended to reflect these changes.

- **Status:** Discussed at 9/3/14 System Services Advisory Committee meeting; New Business at 9/10/14 DA meeting.