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

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**Date:**  11/24/14                                                **Location:**  MHLS

**Committee members attending:**

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| x | Julie DeLisle  (Columbia) | x | Jeanne Buck (Putnam) |
| x | Daniela Pulice (Dutchess) | x | Julie Dempsey (Ulster) |
| x | Gloria Goverman (Dutchess) | | Amy Raff (Ulster) |
| x | Linda Deubert (Greene) | x | Robert Drake (MHLS) |

**MHLS Staff Attending:**  Merribeth Advocate, Tom O'Connell, Nina Acosta
**Others Attending:**  Tom Lawrence (PPLD), Janet Huen

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Minutes from 9/16/14 were reviewed and approved.

**Action Items:**
1. Articles accessed through encore are often only abstracts even though the button reads "View Full Text".  Robert will change the button to read "View".
2. Descriptions of article databases in encore prepared by Deb Welch for addition to the catalog resources page (resources.mhls.info).

**Discussion Items:**
Merger of e-resource and e-journal item types
1. Currently there are two material types set aside for e-materials:  e-resources (databases) and e-journal (serials).  Nina suggested using the e-resource material type for databases and serials which would free up a material type for another purpose and would not adversely impact search results.  The Committee agreed.

Spanish Language Encore
1. Encore is available in Spanish (and a number of other languages) for $1,000 per language per year (total cost).  It was suggested that Spanish items may circulate more if they could be easily found.  The Committee wondered if this would be true of other foreign language materials as well and requested additional information:  Number of non-English language materials in the catalogue and their percentage of total circulation (Robert), census numbers (Merribeth) and other languages we might want to look at (Merribeth).   After review, the Committee will refer to System Services.

Auto Response email for Ticket System
1. There was discussion on the ticket system used by Tech Support to respond to member libraries.  Robert passionately explained that Tech Support works as a team and it is important they are viewed as a single entity, not a group of individuals.  All work, praise and criticism is directed to the team .  This system helps to expedite work and better serves member libraries.  Robert said it is always possible to send a "please call me" email to Mid-Hudson if necessary.

"Check your shelves" Web Contact Form
1. In response to complaints about too many "check your shelves – book group" emails on the listserv, Robert proposed a web form which could be filled in by the requesting library and sent

only to libraries with the item being requested checked in. There was much discussion and many questions. Robert will create a form and demonstrate it at the next meeting to help clarify.

Magazine Holding Statements
1. A reminder that libraries have to adjust their holding statements when new magazines are added/deleted. Holding statements are each individual library's responsibility. The Committee requested Nina send out an action item requiring each library to check their holding statements. This will be sent after the annual report in conjunction with create list training which will include how to run the needed report.

Kids Catalogue
1. About .1% of searches are done in the kid's catalogue. The Committee recommends deactivating the catalogue due to lack of use. DA Action Item.

Removal of Web Management Reports and Review Files
1. Resource Sharing Guidelines state: " Create Lists, Clearing Out Review Files (1) All review files should be cleared out when finished (2) Any review files 30 days or older will be deleted" 2/5/09.

   Robert explained this has not been enforced but will be beginning January 1.

   The committee recommends including Web Management Reports to the guideline and rewording it to simply state "Any review files 30 days or older will be deleted". DA Action Item.

Consideration of Permissions
1. Robert pointed out changes could be made to permissions related to circ options. The Committee saw no reason to make changes at this time since it would only affect a very small percentage of users. Discussion will continue at the next Resource Sharing meeting.

Exemplar Search Process
1. An on-going project initiated by Mid-Hudson to develop a rationalized approach to evaluating the catalogue. The results of searches on seven different catalogues including encore were compared. Encore performed favorably. The committee will continue to monitor relevancy of returns on OPAC searches. Robert invites suggestions and recommendations.

2015 Meeting Dates
1. January 29 (January 30 snow date), March 31 (April 1 snow date), May 22, July 29, September 29, November 19 (November 20 snow date)

Other Discussion
1. The committee discussed on-line registration for library cards and a p-type for on-line materials only. There are many aspects to consider and discussion will continue.
2. Reminder to staff to be sure to give cards only to people who do not have a library card. There was concern voiced that too many duplicate cards are being given out.

**DA Action Items:**
#1 **Discontinuation of MHLS Kids Catalog**
- Background: About .1% (one-tenth of one percent ) of searches are done in the Kid's Catalogue.
- Issue: Why maintain something that is not used.
- Recommendation: Discontinue Kid's Catalogue.

#2 **Web Management Reports and Review Files**
- Background: A limited number of files are available for create lists and web management reports. Often older, unused files are not deleted. As a result files are not available for others to use.
- Issue: As an increasing number of libraries are trained in and use create lists and web management reports, filling up available files. As a result files are not available for others to use.
- Recommendation: Update Resource Sharing Guidelines to state "Review Files and Web Management reports that are older than 30 days will be deleted."

Next Scheduled Meeting: January 29, 2015

Minutes recorded by Jeanne Buck