

**MHLS Director's Association**  
**Meeting of Friday, December 5, 2014**  
**MHLS Auditorium: 10:00 a.m. – 12:00 p.m.**

**AGENDA ATTACHMENT**

**Action Item #2: 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.
- **Status:** Discussed at 11/24/14 Resource Sharing Advisory Committee meeting; Action Item at 12/5/14 DA meeting.

**Action Item #3: 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."
- **Status:** Discussed at 11/24/14 Resource Sharing Advisory Committee meeting; Action Item at 12/5/14 DA meeting.