

Resource Sharing Advisory Committee Meeting

Date: April 16, 2016

Location: Mid Hudson Library System Auditorium

Committee members attending:

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| <input type="checkbox"/> AnnaLee Giraldo (Columbia) | <input checked="" type="checkbox"/> Jeanne Buck (Putnam) |
| <input type="checkbox"/> Lynn Place (Columbia) | <input type="checkbox"/> Gillian Thorpe (Putnam) |
| <input checked="" type="checkbox"/> Julie Spann (Dutchess) | <input checked="" type="checkbox"/> Katie Scott-Childress (Ulster) |
| <input checked="" type="checkbox"/> Brian Avery (Dutchess) | <input type="checkbox"/> Jessica Kerr (Ulster) |
| <input checked="" type="checkbox"/> Linda Deubert (Greene) | <input checked="" type="checkbox"/> Laurie Shedrick (MHLS) |
| <input checked="" type="checkbox"/> Timothy Furgal (Greene) | |

Minutes from the March 19, 2018 meeting reviewed and approved by Julie Spann, seconded by Katie Scott-Childress

Discussion Items:

1. Book Group listserv: After a short discussion, there was consensus by all that a separate listserv was not needed. The one day when there were numerous notices was a glitch in the system, that was fixed and this has not reoccurred.
2. Reverting the Knowledge Base page (k.b.midhudson.org) back to one login and password for all libraries. (Request from MHLS Tech ops staff): This site is PW protected because of proprietary information from vendors. This information would still be protected from the public with a single user name and PW, not individualized for each library. The purpose of the Knowledge Base is to give staff quick and easy access to the Sierra Users guide and quick links to statistical reports. Library staff frequently forget the cumbersome logins and don't have ready access to this "how to" information when they need it. There was consensus by the RS committee that this is a good idea and it was recommended as an action item.
3. Dutchess County representatives reported that some libraries in Dutchess County are still receiving the message *All ports in use*, when logging into Sierra. Laurie Shedrick explained that this is a localized problem within two specific libraries and MHLS staff has been working with these libraries. The time out does not currently log people off. There is no one script that will log off just inactive users and not cataloging. MHLS does have a ticket with Innovative.
4. Dutchess County reported that they had all agreed to waive fines and delete records of items in billed status for more than seven years, in order to get rid of this back log in their county. Accountants view this as outstanding receivables. It is rare that these items are ever returned or paid for. MHLS will be sending out a list to all libraries of their items, in billed status for more than seven years.
5. MHLS staff is looking at a script that would send an email notice to all card holders, whose card is about to expire. This would be done on an opt in basis only.

Resource Sharing Standards Review:

Circulation Policy: current wording- "Circulation requires a valid library card, the only exception being a photo ID with address that matches the one in the ILS. This language requires the identification to be presented on checkout of materials." This language was approved by the D/A on 11/17/2016. The committee agreed that this is still good policy. Discussion ensued about what happens when this isn't followed. The committee discussed including a line either the beginning or end of the Resource Sharing Standards policies (once all

revisions are completed) to the effect: *Each library is responsible for any loss incurred when Resource Sharing Policies are not followed.*

The RS sharing committee this year is trying to clarify policy vs. procedure in all of the RS Standards. Patron Registration is a lengthy procedure. Rather than reviewing this in committee, it was assigned to a subcommittee (Katie Scott-Childess, Brian Avery and Jeanne Buck). They will report back at the July RS meeting.

Non Resident Cards: It was suggested that the following wording be added to the committee's March 2018 review of this section of RS Policy – "The decision to honor nonresident cards is at the discretion of the circulating library."

Once the entire RS document has been reviewed and revised by the committee, it will go to the D/A for review and approval.

Meeting Adjourned at 12:00 noon motion by Julie Spann, seconded by Tim Furgal

To include in DA Agenda Attachment as an Action Items:

Universal Password for Knowledgebase

- Background: Knowledge Base (The Sierra Users Guide and Quick Links to circulation data is not easily accessed by library staff due to cumbersome logins and passwords. KB needs to be PW protected since it contains some proprietary information from vendors.
- Issue: If staff does not have easy access to this guide it makes it more difficult find answers for following proper procedure
- Recommendation: MHLS will create one universal KB login and PW for all libraries in the system. This login will be changed yearly.