

MHLS Directors Association
Business Meeting of Wednesday, September 5, 2018

AGENDA ATTACHMENT
revised 8/31/18

Action Item #2: Purge Pre-Millennium fines (before June 2002)

- **Background:** In 2002 when MHLS migrated from the GEAC ILS fines and fees were transferred as manual fines to the new Millennium system.
- **Issue:** The charges are not true transactions connecting a patron and an item record therefore the information is incomplete. Library staff cannot determine the location of the item or checkout location for the transaction.
- **Recommendation:** The Resource Sharing Advisory Committee recommends to authorize MHLS to purge the outstanding fines and bills on transactions carried over from the GEAC system into Millennium (June 2002).
- **Status:** Discussed at 7/31/18 RSAC meeting; Action Item at 9/5/18 DA meeting.

Action Item #3: Remove Requirement of Gender field

- **Background:** Patron records currently have a gender field that is not necessary for lending purposes or required for reporting.
- **Issue:** Asking patrons to identify gender can be offensive or hurtful.
- **Recommendation:** The RSAC recommends to remove the requirement of gender as a required field in the patron record, and to remove the prompt in the standard new patron template.
- **Status:** Discussed at 7/31/18 RSAC meeting; Action Item at 9/5/18 DA meeting.

Action Item #4: Update Town Code field labels to include “unserved” and “non-resident”

- **Background:** The patron record has a field to identify the town of residency. All towns in the MHLS service area and some immediately surrounding areas are included. When creating a new patron record, staff procedures include selecting the correct town of residence and identifying the patron as resident or non-resident.
- **Issue:** It is difficult for staff to identify towns they are unfamiliar with as being in our service area, in an unserved area or outside of the MHLS service area. Providing a visual cue to this information by enhancing the town code labels would help staff to accurately complete other fields in the record, like ptype or home library.
- **Recommendation:** Authorize MHLS to edit Town Code field labels in the patron registration template to accurately identify towns that are “Unserved” and “Non-Resident”. Town code field labels will be modified: eg, “Rochester—Unserved” or “Gardiner—Non-Resident”.
- **Status:** Discussed at 7/31/18 RSAC meeting; Action Item at 9/5/18 DA meeting.