

**MHLS Directors Association
Business Meeting of Thursday, November 15, 2018**

Action Item #4: Change Catalog Enhancement to Syndetics Unbound

- **Background:** Currently the catalog has a number of catalog enhancements from 2 different vendors.
- **Issue:** With the impending renewals, the Central Library/Collection Development (CL/CD) Advisory Committee wanted to see if there was a better option available that would provide a better patron experience, while being cost neutral.
- **Recommendation:** The CL/CD Advisory Committee recommends changing the catalog enhancement to [Syndetics Unbound](#).
- **Status:** Discussed at 8/8/18 and 10/15/18 CL/CD meeting; Action Item at 11/15/18 DA meeting.

Action Item #5: Chiltons Group-buy Subscription

- **Background:** MHLS libraries have participated in a group-buy of a Chiltons Repair Manual online since 2008. This is a data influenced decision, as over the past 10 years usage has continued to decline. The subscription is paid in part by member libraries and in part by Central Library Development Aid/Central Book Aid (CLDA/CBA).
- **Issue:** The current contract ends 12/31/18, with a renewal price of \$4,306.
- **Recommendation:** The CL/CD Advisory Committee recommends to not resubscribe to Chiltons.
- **Status:** Discussed at 8/8/18 and 10/15/18 CL/CD meeting; Action Item at 11/15/18 DA meeting.

Action Item #6: Consumer Reports Group-buy Subscription

- **Background:** MHLS libraries have participated in a group-buy of Consumer Reports online since July 2017. This is a data influenced decision, as over the time of the subscription, the statistics have flattened out considerably (no statistics have been available for the past 2 months). It is now the most expensive per use database that all MHLS member libraries have a group subscription to. The subscription is paid through by Central Library Development Aid/Central Book Aid (CLDA/CBA)
- **Issue:** The current contract ends 8/31/19, with a renewal price of \$22,000.
- **Recommendation:** The CL/CD Advisory Committee recommends to not resubscribe to Consumer Reports.
- **Status:** Discussed at 8/8/18 and 10/15/18 CL/CD meeting; Action Item at 11/15/18 DA meeting.

Action Item #7: Increase Patron Limit of Simultaneous OverDrive Holds

- **Background:** In the past, OverDrive required that the total number of simultaneous checkouts that patrons are permitted to have, be equal to the total number of simultaneous holds they are permitted to have. MHLS has both those numbers currently set at 10.
- **Issue:** There is a new feature in the admin section of OverDrive that allows MHLS to set these numbers for the consortium, and they no longer have to equal each other.
- **Recommendation:** The CL/CD Advisory Committee recommends to increase the number of simultaneous OverDrive holds that a patron can have at one time from 10 to 15.
- **Status:** Discussed at 10/15/18 CL/CD meeting; Action Item at 11/15/18 DA meeting.

Action Item #8: Online Patron Registration Verification

- **Background:** Patron online registrations have no standard period or procedure for verification.
- **Issue:** There are concerns over the time frame for reviewing online patron registrations since there is no standard time period. This raises concerns about how much time can pass until staff verifies a new online patron record. Suggestions varied from three to 90 days.
- **Recommendation:** The Resource Sharing Advisory Committee (RSAC) recommends that library staff shall review all online patron registrations within 30 days for duplicate records and record accuracy. The record will be considered temporary until verified by staff. The issuing library shall require proof of name and address when creating/verifying a patron record. Records that have not been verified to meet patron registration policy requirements or merged with an existing record within 30 days will be expired.
- **Status:** Discussed at 10/3/18 RSAC meeting; Action Item at 11/15/18 DA meeting.

Action Item #9: Sierra Automatic Renewal

- **Background:** Automatically renewing items that can be renewed is now available since the 4.0 release. An automatic process can be put in place to renew and notify patrons that their loans have been updated if renewal is possible, or that the item is near its due date if not.
- **Issue:** Does the DA want to turn on auto renewal with the understanding that:
 - Patrons who have selected email notification in their patron record will get auto renewal notifications
 - Patrons who have selected phone notification in their patron records will not receive auto renewal notification
 - There is no "opt out"
 - Loan rules for renewals are determined by checkout location
- **Recommendation:** The RSAC recommends that automatic renewal should be turned on for all MHLS libraries.
- **Status:** Discussed at 10/3/18 RSAC meeting; Action Item at 11/15/18 DA meeting.

New Proposed Business & Information #3: Final Draft of Patron Registration Policies and Procedures for Resource Sharing Standards

- **Background:** Resource Sharing Standards are in need of a revision to more accurately define policy and to better organize the information.
- **Issue:** The [Patron Registration policy section has been completed](#) and the RSAC is submitting this section for review.
- **Recommendation:** Counties should discuss and propose changes.
- **Status:** Discussed at 10/3/18 RSAC meeting; New Proposed Business & Information at 11/15/18 DA meeting; Action Item at February 2019 DA meeting.