

MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: October 20, 2025

Location: Online via Zoom

Committee members attending:

- ☒ Michelle Hoffman (Columbia)
- ☐ Shea Wert (Columbia)
- ☒ Carol Bancroft (Dutchess)
- ☒ Tom Lawrence (Dutchess)
- ☒ Kimberly Benjamin (Greene)

- ☒ Jaki Elmo-Emel (Greene)
- ☒ Gina Loprinzo (Putnam)
- ☒ Donna Perolli (Putnam)
- ☐ Gabrielle Esposito (Ulster)
- ☐ Gisela Vella (Ulster)

Staff Attending: Laurie Shedrick (MHLS)

1:02 AM Call to Order

Identify secretary: Carol Bancroft

Minutes from August 12, 2025 meeting reviewed. Moved by Gina Loprinzo, seconded by Jaki Elmo-Emel.
Approved unanimously.

Ptype for Overdrive patron records

OverDrive discussion item to create an alternative Ptype for each library for online registrations.

1. Since Ptype is the only element OverDrive stores, it would be useful for statistical understanding of use and abuse.
2. The Committee will review best practices to recommend to libraries that offer online card registration to mitigate abuse before moving to this measure
3. MHLS will confirm which staff member receives notification of new online cards
4. Libraries are reminded to check for online cards at least once every 30 days and review information for validity and correct service area.

Resource Standards Review

1. The Committee reviewed the data entry section of the Resource Sharing standards. See Action Item #2
2. Libraries are reminded to place the scannable barcode in a visible area of media items like DVDs or Books on CD (not underneath discs)
3. Libraries are reminded to include the words LOCAL HOLD in the call number of any Local Hold items in your library. This allows patrons who are browsing the catalog to immediately know that the item will not fill a hold at another library.

Confirm County Reps

- Gisi Vella (Pine Hill) will renew for another term
- Courtney Tsahalís (Millbrook) will Carol Bancroft's (Clinton) seat
- Hanna Bachrach (Chatham) *may* take Michelle Hoffman's (New Lebanon) seat
- Jaki Elmo-Emel will renew for another term

- Johanna Reinhardt (Butterfield) will take Gina Loprinzo's (Brewster) seat

MHLS Updates

1. Innovative phone alerts should be live any day now.
2. Libraries are reminded to review existing patron records and new patron records for validity and correct service area. If records must be merged in Sierra, it is necessary to also check Overdrive and confirm that the records are merged there as well. Please see KB for more information

Meeting adjourned at 2:01 PM.

Next meeting: January 2026, date TBD by Doodle Poll

Minutes respectfully submitted by Carol Bancroft

Action Item #2: Updates for RS Standards

Background: The Resource Sharing Committee has been reviewing the Resource Sharing Standards document for accuracy over the past years. The last 2 sections of Data Entry and Management and Reports were reviewed in the October 20th meeting.

Issue: The recommendations remove outdated language and provide clarity.

Recommendation: The Resource Sharing Advisory Committee recommends the following changes for approval. Tracking has been left in place to facilitate an understanding of the necessity of change.

Data Entry

1. Circulation of Multi-part items (books-on-tape, videos, etc.)

A. Owning library must indicate the number of parts in the item by inserting an “m-message” in a pop-up item message or with a label by the barcode, such as in the item record with text like “check for 6 ~~tapes~~disks” or “check for 1 book and 1 ~~tape~~disk”.~

Approved by Directors Association 3/26/06

~~B. Owning library must indicate the number of parts in the item in message or with a label by the barcode, such as “check for 6 tapes” or “check for 1 book and 1 tape.”~~

C. Multi-part items owned by the library must be labeled with the library name. ~*Approved Directors Association 5/2/06*

2. — Guidelines for multi-volume records

A. items that come in seasons must stay together.

B. Motion pictures and other boxed releases with separate original release dates and separate titles can have separate bib records. ~~Exception: If it comes as a boxed set, the library has the option to catalog as a set with a separate bib record for the set or break it up with a separate bib record for each item.~~

C. All multi-disk DVD series shall be cataloged with the itype of Long Loan DVD with the exception of high-demand items with greater than a 5-1 hold ratio. *Approved by DA 6/2/2016*

3. Inaccuracies in the catalog

A. ~~Inn~~accuracies must be reported to MHLS Cataloging & Database Maintenance Department by e-mail (cataloging@midhudson.org) or phone (845-471-6060 x221x252).

4. Wording for Items that are No-Holds

A. Items that will not be made available for holds outside of the owning library must have “LOCAL HOLDS” in the call number ~ *Wording updated by Directors Association 1/5/12*

5. Barcode Placement

A. Barcodes may not be placed over a title, and must be in a visible place (i.e. not underneath the item)

B. A scanable Barcode must be affixed to all circulating materials. ~*Amendment approved by Directors Association 9/3/08*

6. Identifying Label

A. All circulating library materials must be marked on the exterior in some way to identifying ~~the~~ items as aa library material (spine label, stamp, etc.). *Approved by Directors Association 10/3/11*

7. Uncorrected Proofs, Bootleg, Unauthorized Materials, or restricted use materials

A. Uncorrected proofs and screening copies are not permitted in the shared catalog because they are not in their release form, are not intended to be distributed to the public, and carry the same ISBN as their trade counterparts. Updated 6/13/2023.

B. Bootleg and unauthorized material are not permitted in the shared catalog. ~~must~~

~~1.-Collection.~~ Collection Agency Notices

Libraries interested in sending accounts to collection need to create their own notice to send to patrons to warn them before collection. Note that any patron in the system could get a collection notice from one of the few libraries that would initiate this for the fees/fines owed to those libraries working with collection agencies. *Clarifying reorganization made 1/27/2016 by Resource Sharing Committee*

Management & Reports

1. Managing ILS User Access

- A. Directors or their designees are the only people who can request new user accounts or edits to current user accounts in the shared ILS and related platforms. A designee may be identified by the Director in writing to the Technology Operations Manager of MHLS.
- B. Sierra passwords need to be changed regularly, at least every six months

- C. Logins shall be removed when a staff member leaves the library's employment.
- D. Logins will begin with the library 3 letter code.
- E. ~~Each library will maintain at least 3 sets of initials and passwords for ILS. The logins will have staggered levels of authority. A higher level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level. ~Amendment approved by Directors Association 12/7/07~~
- F. Logins to the ILS and related platforms shall be discreet and assigned to individual staff only. Group logins may not be used. A higher level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level. ~Amendment approved by Directors Association 12/7/07~Amendment approved by Directors Association 9/9/25
- G. Any change to the ILS that facilitates rapid and effective switching of users shall prompt the immediate discontinuation of group logins. ~Amendment approved by Directors Association 9/10/14
- H. Any loss, damage or issue arising from access to the ~~ILS and~~ ILS and related platforms, shall be the liability of the library. ~Amendment approved by Directors Association 9/10/14; Section revised Directors Association 02/3/2022

2. Create Lists

A. Clearing out review files

1. All review files ~~must be cleared out when finished. W~~when the review file use is completed, ~~it must be emptied to return to available status.~~
2. Any Review Files and Web Management reports that are older than 30 days will ~~be deleted.~~ be emptied by MHLS staff
- 2.3. Owning a review file should be done only for projects that last longer than 30 days.

Approved policy for violation of Resource Sharing Standards

~Approved by Directors Association 2/5/09. Approved Revisions 12/2014.

