

**MID-HUDSON LIBRARY SYSTEM**  
**Resource Sharing Advisory Committee Meeting**

**Date:** October 23, 2023

**Location:** Online via GoToMeeting

**Committee members attending:**

- Tammy Gaskell (Columbia)
- Michelle Hoffman (Columbia)
- Carol Bancroft (Dutchess)
- Rhiannon Leo-Jameson (Dutchess)
- Chloe Higgins (Greene)
- Dawn Jardine (Greene)
- Gina Loprinzo (Putnam)
- Deirdre Farabaugh (Putnam)
- Darren Lanspery (Ulster)
- Gillian Murphy (Ulster)

**Staff Attending:** Laurie Shedrick (MHLS), Rebekkah Smith Aldrich (MHLS)

10:05 call to order

Identify Secretary: Dawn Jardine

Minutes from 8/8/2023 meeting reviewed and approved unanimously.

**Discussion Items:**

**1) Temporary Resident**

The DA has requested a definition of Temporary Resident as it relates to issuing and honoring temporary library cards. Time of residence minimums were discussed and it was not feasible to set up a minimum amount of time a person must reside in the area given our broad range of library sizes and locations. Also complicating the issue is holds. A library fulfilling a hold would not know (without performing time-consuming searches) if the patron receiving their materials was a temporary patron. Therefore, the committee recommends the circulating library decide if they are going to honor temporary cards and under what parameters, and that if they chose to circulate to temporary patrons, they will be responsible for the items they checkout.

**2) Length of time a damaged item remains at the library where it was returned**

Resource Sharing Standards indicate that the library receiving a damaged item (as a checkin from a patron) should call that patron within 24 hours to request the missing components. Then, items should be returned to the owning library when its status changes to "billed." Since status changing to "billed" is dependent on the sending of overdue notices, it was decided that libraries would be reminded to send notices in a timely manner. Libraries are also reminded to not check in items that are not complete.

### 3) Vega Guide

The Vega guide was reviewed page by page. Wording was changed on pages where it was thought it could be more efficient or more informative. Special attention was paid to what would be easiest for patrons to understand and use. Committee recommendations for these changes will go to directors before appearing in the DA agenda attachment to give them ample time to review them.

### 4) New Chairperson

Carol Bancroft will take over as Chairperson of the Committee beginning January 2024.

### 5) MHLS Updates

Vega is set to launch on 12/6/23. Live and in person trainings are ongoing and will continue through December. On-demand training also exists in Niche Academy.

Our ILL contract expires in 9/2024 and is set to increase in price by 5%. Vega is included for 5 years after which there is likely to be an additional cost.

## **Action Item: Temporary Resident Account**

- **Background:** User accounts for Temporary Residents are not currently identified in the Resource Sharing Standards. While similar to a Non-Resident, the temporary nature of the membership is an important distinction.

**Issue:** While the choice to issue a temporary record is at the discretion of the library, the record should be identifiable as temporary to circulation staff and expire accordingly.

**Recommendation:** Update Resource Sharing Standards Patron registration policy to include:

*A Temporary Resident* is a person residing in a library service area for part of the year on a non-recurring basis, but outside of the MHLS service area for the majority of the year.

Policy

- The Circulating Library will be responsible for the checked out items, including replacement, cost if the items borrowed are damaged or not returned after a Bill has been issued.
- The decision to honor a temporary account is up to the circulating library within local policies
  - Circulation Periods
  - Limits in materials

- The Issuing library will determine the required length of residency within their local polices.
- A local and permanent address are both required in the record.
- If registration fee is charged or deposit taken it will included in the notes
- Expiration should align with the end of temporary residency
- A Temporary Account message (m-message) Is required  
Example: Temporary, Temporary Paid

**Status:** Discussed at the Resource Sharing Advisory Committee (RSAC) meeting 8.8.2023 and 10

**Effective Date:** Upon approval

### **Action Item: Vega Discover Guides**

- **Background:** MHLS, as a premium consortia development partner, has access to the Vega Discover Guides for installation at no added cost. The text of the guides is customizable only by Innovative, at this time. The Resource Sharing Advisory Committee has reviewed the text elements in context of their placement and recommends that the attached language be used in our upcoming system wide Launch of Vega Discover on Dec 6<sup>th</sup>.

**Issue:** The guides were included after much debate with Innovative regarding our contract status, which delayed the implementation, with a launch date of December 6<sup>th</sup> we must establish our language quickly. RSAC will review recommendations for future changes and present them to the DA as Action Items, similar to the RS Standards.

**Recommendation:** The Vega Discover Guide language be accepted for installation in time for the 12/6/ Launch date.

*Please see the attached document*

- **Status:** Discussed at the Resource Sharing Advisory Committee (RSAC) meeting 10.23.2023  
Introduced as an action item for the November 2023 DA meeting.

**Effective Date:** Upon approval