

Resource Sharing Committee

10/27/22 – Virtual Meeting

In Attendance: Jeanne Buck (chair), Laurie Shedrick (MHLS), Gillian Murphy, Darren Lanspery, Wendy Tremper Wollerton, Tammy Gaskell, Rhiannon-Leo James, Kimberly Benjamin, Carol Ford, DeDe Farabaugh

Minutes: Motion to approve the minutes made by Tammy Gaskell, seconded by Wendy Tremper Wollerton, passed unanimously.

Damaged Item Procedure: New Sierra update will provide option to make item status damaged. The committee has tabled the conversation until more information is available and the counties have discussed the topic.

The committee discussed the need for owning libraries to acknowledge that they have addressed the damage noted in item m-messages.

Procedure update for damaged items:

The owning library should add a note that have addressed the damage and deemed that the item can circulate. Upon checkin at the owning library, staff should assess the damage and append the note, indicating that they have assessed the damage and deemed whether the item should continue to circulate. Once assessed the Sierra item record M-message will end with the owning library's 3 letter login and a date.

example: Damage noted at Adriance for an item owned at Kingston: Note: page 32 torn top right corner adr-LS 08/05/2021 -KNGJB 10/27/2022

Second Courtesy Notice option:

Sierra upgrade to take place on November 16th will give the option to send another notice day before item due that it will not be renewed.

Action item:

Title: 2nd courtesy notice 1 day prior to due date.

Background: Courtesy Notices go out 3 days before an item is due. If the item can be renewed the patron is informed of the new due date. If the item cannot be renewed (it is in demand or has reached the maximum

number of renewals) the patron is told that the item could not be renewed and reminded of the due date. Courtesy notices are enabled system wide. MHLS sends the notices in an automated process each morning. Patrons receive only one notice for all items that are due in 3 days.

Issue: In Sierra release 5.5 we now have the opportunity to follow the first courtesy notice with a 2nd notice if the item is still outstanding. The second courtesy notice is a reminder only, and does not attempt a renewal.

Recommendation: The Resource Sharing committee recommends that the DA vote to determine if a second courtesy notice will be adopted. Edit 1st notice to indicate that if the item is not returned a final reminder will be sent 1 day before the item is due

Recommendation from Overdrive Ad Hoc Committee:

Discussed different options related to updating the RS standards related to Overdrive items. It was determined the procedures would also need to be updated. The Committee will wait for the final report from the Ad Hoc Overdrive Committee before moving forward.

Committee Chair 2023

The committee will need a new chair in 2023, due to Jeanne's upcoming retirement.

MHLS updates:

Laurie Shedrick updated the committee on the Sierra upgrade which will be implemented on Nov. 16th.

There will be more options and control for notices among other features.

Adjourn: Motion to adjourn made by Jeanne Buck, seconded by Tammy Gaskell, passed unanimously.