



## Agenda: MHLS Resource Sharing Committee Meeting

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### Minutes

August 5, 2021 Go-to-Meeting

### Attendance:

Committee Chairperson - Jeanne Buck

Vice Chairperson - Laurie Shedrick (MHLS Technology Operations Manager)

Columbia County – Wendy Tremper Wollerton (Livingston 2021),

Dutchess County – Brian Avery (Pawling 2021)

Greene County – Kimberly Benjamin (Athens 2022), Debra Kamecke (Cairo 2021)

Putnam County - Jeanne Buck (Reed/Carmel 2021), Dede Farabaugh (Garrison 2023)

Ulster County – Jessica Kerr (Rosendale 2021), Darren Lanspery (Plattekill 2023)

Called to order 10:03

Motion to approve minutes from May 6, 2021 made by Wendy; second by Jeanne

### Discussion Items

#### Damaged Items Policy and Procedure; suggestions for wording

For items received in delivery that are too damaged to circulate:

1. Do not check the item in
2. Change the itype to no holds
3. Follow the (revised) missing components procedure
4. Move the patron hold to the bib record
5. Check in item to return to owning library
6. If the owning library chooses to circulate the damaged item after review, it must add an m-Message to the item record describing the location and extent of the damage. Must initial and include date.  
M-Message format example: Damage noted at Pawling; page 32, torn RH corner; ADR-LS 08/05/2021

For Items received in delivery that are worn or have light damage that can still circulate:

1. Receiving library adds a pop-up m-Message to item describing the location and extent of the damage. If the damage described in a current message has increased, update the message or add a new message. Include initials and date. (see m-Message format)
2. Continue normal check in process.

*Note: Laurie will send out to the RSC for additional wordsmithing*

#### Jumping Hold List

Issue Resolved

#### Renewal Policy Clarification

Some libraries have been checking out an item to the same patron after the maximum number of renewals has been reached. It is suggested that the borrowing library contact the owning library for an extension

*The Resource Sharing Advisory Committee is charged to establish best practices and procedures related to the sharing of resources among libraries and to recommend relevant policies to the Directors' Association.*



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beyond that currently allowed.

Discusses blanket statement reminding libraries to honor the intent of the Resource Sharing Standards.

### Special Collections Defined

- for purposes of Free Direct Access Plan exemption
- for purposes of Resource Sharing Standards

Laurie needs to have these in place.

Material type is not an option. Committee will research if definitions already exist. Discussion at October meeting.

### New Material Type (Read-Along)

These materials will need their own material type.

### Virtual or In-Person Meetings in 2022?

It was decided to stick with the virtual meetings for now.

### MHLS Updates

Laurie reiterated that the number of individual items in the delimiter table puts it near capacity. There is a possibility of introducing other options such as moving to generic wording for some items.

Laurie will send link to Vega to committee for testing.

12:33 Adjourn

Next Meeting Wednesday October 20, 2021