

January 21, 2021

MHLS Resource Sharing Advisory Committee Minutes (Go-to-Meeting)

Attendance:

Committee Chairperson – Jeanne Buck

Vice Chairperson – Laurie Shedrick (MHLS Technology Operations Manager)

Columbia County – Wendy Tremper Wollerton (Livingston 2021), Tammy Gaskell (RoeJan 2023)

Dutchess County – Brian Avery (Pawling 2021), Rhiannon Leo-Jameson (Northeast Millerton 2022)

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

Putnam County – Jeanne Buck (Reed/Carmel 2021), Dede Farabaugh (Putnam Valley 2023)

Ulster County – Jessica Kerr (Woodstock 2021), Darren Lansprey (Plattekill 2023)

Meeting called to order: 9:35

Identify secretary: Debra Kamecke (Cairo)

Approve minutes from October 22nd meeting

Motion by Brian; second by Rhiannon

Discussion Items:

Review RS Charges: Orientation to the Committee

Resource Sharing Standards Outline available on Knowledge Base

RS has oversight of the Road Map; there are three elements left to roll out; Laurie will keep libraries updated.

Jeanne recommends looking at outline of RS Standards and sharing documents for comment before meetings.

Laurie will review and flesh out wording in RS document.

Term limits up in 2021: Jeanne, Brian, Jessica, Debra

Committee meets five times a year with an occasional extra meeting.

Checkout Policy

Discussed and refined wording of policy. The policy will be an Action Item at February 18 DA meeting. (see attached)

Missing Components Procedure

After testing by select libraries in 2020, the procedure will be an Action Item at February 18 DA meeting. (see attached)

Damaged Components Procedure

Discussed how to handle post-it notes placed in an item – by owning library – as a means to record damage. Recommendation is to put a note in Sierra Item Record specifying the damage and to put the item into Repair Status.

Jeanne asks if it is possible to have a standard across the system defining the level of damage to an item that would restrict that item's circulation.

Procedure to be addressed after the Check Out Policy is approved by the DA.

Review Digital Card Policy

Issues with digital cards need to be clarified. If a patron has a digital card and valid ID, then the patron can check out a physical item unless the library blocks the card for all use but digital. Library staff should review digital cards within 30 days. MHLS has set December 31, 2021 as the expiration date for digital cards unless the library changes the date. A new system may be coming down the line to make changing the date more flexible.

Each library has its own template for online registration which can be edited. MHLS can set the default for every field. (Note: Online cards have 7 digits but can be used at a circ desk as well as online.) Manual holds' block can be placed on the cards.

Discussion tabled for a month or two.

Change Material Type from Periodical to Magazine as applicable

Labels need further definition: magazines vs periodicals, journals, et al. Is the description periodical book apt? Should "magazines and newspapers" be one item or separate? Issue tabled until March to allow time for additional thought.

In February, MHLS will be importing 3000 "magazine" titles through RB Digital.

Loan Rule Determiners

Laurie explains that there are a finite number of slots to put the rules into and there are very few left (three as of last month). Some libraries have many itypes/loan rules and others have few. How can we make this equitable while utilizing the slots as fully as possible? Can the system say no to some itypes? It is recommended that all libraries review their loan rules for possible elimination or combinations.

MHLS Updates:

Looking for libraries to pilot Patron Images

Road map review: MHLS needed to finish implementation on everything on Road Map that was chosen.

These are now available or soon will be. Program Registration was eliminated as was Consortia

Extensions and Volume Level holds; MHLS is looking for libraries willing to pilot *Patron Images*

Encore Harvesting is up and running; MHLS is waiting for word from the counties on what to upload;

HRVH can be.

Vega Discovery: implementation will begin in March

Adjourn: 12:00 pm

Motion by Rhiannon

Second by Dede

Next Meeting: March 9