



## Minutes: MHLs Resource Sharing Committee Meeting

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Minutes: October 25, 2021 Go-to-Meeting

### Attendance:

Committee Chairperson - Jeanne Buck

Vice Chairperson - Laurie Shedrick (MHLs Technology Operations Manager)

Columbia County – Tamara Gaskell (Roe Jan 2021),

Dutchess County – Rhiannon Leo-Jameson (Northeast Millerton 2022) , Carol Bancroft (Clinton Community 2024)

Greene County –

Putnam County - Jeanne Buck (Reed/Carmel 2021)

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

Guest – Jennifer Russell (Saugerties)

Called to order 2:00

Motion to approve minutes from August 5, 2021 made by Jeanne; second by Tammy. Approved

### Discussion Items

#### Damaged Items Policy and Procedure

Committee discussed defining what constitutes damage that should prevent an item from circulating or filling holds. Decided to define what can't be circulated rather than what can be. Also recommended adding some images to the Resource Sharing Standards to show examples of what can and cannot be circulated.

The committee recommended the following policy to the Resource Sharing Standards

#### Policy

No items should fill holds or continue to circulate if any of the following conditions exist:

- Incomplete or damaged beyond use of primary content
- Loss of original structural integrity
- Contamination (mold, bedbugs, etc.)

Note: Items with reasonable wear or minimal damage can be used to fill holds and circulate.

The committee then discussed the procedure for handling items that arrive in delivery that are too damaged to circulate. After discussion of whether such items should be returned to the sending or to the owning library, the committee recommends the following procedure:

#### Procedure

Items received in delivery that are too damaged to fill holds, should not be checked in.

1. Change the itype to no holds
2. Move the patron hold to the bib record

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3. Add m-Message to the item record describing the location and extent of the damage. Must initial and include date.
4. Check in to return to the owning library
5. The owning library may choose to circulate the damaged item locally after review. The itype should remain “no holds”.

Example Message:

M-Message format example: Damage noted at Pawling; pages missing ADR FR 10/25/21

Effective: Immediately upon approval

Agreed to send this to DA as an Action Item for approval.

### Special Collections Defined

Committee discussed definition of special collections, which is needed both for the Resource Sharing Standards and for the Free Direct Access Plan exemption. Exceptions for special collections have been designated in the past and are referred to by the Direct Action Plan. The definition can be regularly reviewed by RSAC and revised to maintain an updated definition. Our current document is missing the language to define special collections.

Committee discussed types of materials that we currently exempt and the reasons for those exemptions. RSAC updated the previously used statement, below, for immediate inclusion and recommended that the DA restore the following revised definition of Special Collections, to be effective immediately after approval.

*Special collections, such as equipment, exclusive subscription services, and museum passes, may be excluded from the holds system, and checkout and checkin in of such items may only be done at the owning library or by the library's residents. Pilot or experimental collections may be non-requestable during a defined test period.*

### VIP and Homebound ptypes (ptypes 4 and 6)

Laurie explained that these ptypes, rarely used, are taking up many lines in our loan rule determiner table. No one is currently using the VIP ptype. Laurie noted that the next step is to work with those libraries that have used the Homebound ptype to see if we can reduce the number of lines used.

### Boosting Electronic Resources

During the early months of COVID, the committee approved promoting and highlighting our e-resources in Encore, privileging it above other types of materials. RSAC decided it is time to stop this practice and make other types of content equally easy to locate.

3:35 Adjourn

Next Meeting TBD

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