

MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

May 12, 2020 | 10:00 AM | Online

Committee members attending:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Julie DeLisle (Columbia) | <input checked="" type="checkbox"/> Debra Kamecke (Greene) |
| <input checked="" type="checkbox"/> Tammy Gaskell (Columbia) | <input checked="" type="checkbox"/> Jeanne Buck (Putnam) |
| <input checked="" type="checkbox"/> Brian Avery (Dutchess) | <input checked="" type="checkbox"/> Deirdre Farabaugh (Putnam) |
| <input checked="" type="checkbox"/> Rhiannon Leo-Jameson (Dutchess) | <input checked="" type="checkbox"/> Katie Scott-Childress (Ulster) |
| <input type="checkbox"/> Sam Gruber (Greene) | <input checked="" type="checkbox"/> Darren Lanspery (Ulster) |

Staff Attending: Laurie Shedrick (MHLS)

Others Attending:

Minutes from March 3, 2020 meeting reviewed and approved by Julie, seconded by Tammy.
Approved unanimously.

Discussion Items:

1. Resource sharing review:

The committee created clarified language for fines, fees and replacement cost payments:

Fines, Fees & Replacement Costs (Payments)

Payment is forwarded to the charging library if any the following is true:

A. Fines

- If \$25 or more in fines is paid in a single transaction and is owed to any one library.*
- Libraries shall not waive fines on items checked out at other libraries. The right to waive fines is reserved for the charging library.*

B. Fees / Manual Charges

- Shall be forwarded to the charging library regardless of the amount. (Some examples include: fax fees, copy fees, fee for missing barcode, fee for missing case)*
- Collection Agency Fees must be paid in full--no partial payments.*

C. Replacement Costs

- All replacement costs shall be forwarded to the owning library.*

2. Checking in items with missing or damaged parts.

The committee will work on this outside of our meeting, and have changes by the end of June.
Jeanne/Laurie will send out the document (google doc?) for everyone to work on.

3. Solving the problem of patrons eligible for more than one library card.

The group agreed that we should stick to a one-patron, one-library account policy. For a library such as PPLD that wants to offer hoopla to other P-Types, they can set the patron's home library to ADR and have hoopla authenticate on the home library field.

4. Hold limits during reopening.

The group was not in favor of setting new limits on the number of holds unless there are issues that come up making it difficult or impossible for the MHLS delivery team. There was also discussion of libraries being able to set holds by P-TYPE. But at this point the majority of the committee was in favor of keeping the hold limit to 50 system-wide.

5. Curbside pickup

The group agreed that resource sharing policies will apply to curbside pickup, no matter what procedures the individual libraries use to implement this new practice. Libraries checking out materials to patrons in any manner are financially responsible for the items checked out.

6. Itivia message for reopening

Itivia is a new product replacing teleforms. MHLS is creating a message that will notify patrons to contact their library or check the library's website to learn about new procedures in place for picking up items.

7. E-Resources -review options for a better record display

Because there are over 40 libraries with hoopla, and more signing on, and because all of the links on the record in Encore point to the same place, we shall have one link and a list of "owning" libraries in paragraph form. Laurie will research option to have infor mapped to item record

8. Syndetics Unbound e-Resources

It is possible to have the suggested items that pop up in Encore be ranked according to relevance. Right now e-resources are being pushed ahead of other material types since those are the only materials available to patrons. In August the committee would like to review the all the relevancy rankings that are available.

Motion to adjourn made by Brian, seconded by Rhiannon

To include in DA Business Meeting Agenda Attachment as an Action Item:

- Title: Fines, Fees, and Replacement Costs Policy
- Background: RSAC has been working to revise Resource Sharing Standards. The goal is to clarify language, separate policy from procedure and bring up to date.
- Issue: Ambiguity in the language needs clarifying
- Recommendation: RSAC recommends the following language update to Fines and fees
- Status: Discussed at May RSAC

Fines, Fees & Replacement Costs (Payments)

Payment is forwarded to the charging library if any the following is true:

A. Fines

- If \$25 or more in fines is paid in a single transaction and is owed to any one library.
- Libraries shall not waive fines on items checked out at other libraries. The right to waive fines is reserved for the charging library.

B. Fees / Manual Charges

- Shall be forwarded to the charging library regardless of the amount. (Some examples include: fax fees, copy fees, fee for missing barcode, fee for missing case)
- Collection Agency Fees must be paid in full--no partial payments.

C. Replacement Costs

- All replacement costs shall be forwarded to the owning library.

(Replacing previous language below)

Fines & Fees

- A. If \$25 or more is owed to any one library, payment must be sent to the owning library.
- B. Fees / Manual Charges
- Should be forwarded to the originating library regardless of the amount. (Some examples include: fax fees, copy fees, fee for missing barcode, fee for missing case)
 - Collection Agency Fees must be paid in full-no partial payments.
~Approved by Directors Association 3/5/11
- C. Libraries should not waive fines on items checked out at other libraries. Because we use the loan rules of the checkout agency it is no longer necessary for “Free” libraries to use the ‘Waive Fines’ button in check-in.
~Approved by Directors Association 2/5/09

To include in DA Business Meeting Agenda

Attachment as New/Proposed Business & Information:

E-Resources -review options for a better record display

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