

MHLS Directors Association

Business Meeting of Friday, April 16, 2021

Action Item #2: Updating Periodical Material Type

Background: All periodical records are currently grouped together under a single Material Type to economize the usage of fields. It is no longer necessary to economize in this way and so to improve the user experience in the OPAC, periodicals can be updated into more identifiable materials types.

Issue: All materials that are published periodically are currently lumped into one material type, making it difficult to find periodical materials in specific categories.

Recommendation: To make it easier for users to find materials in the OPAC, break periodicals into the following materials types: Travel Guides, Magazines/Journals/Newspapers, Study Guides, Directories, Periodical - Other. A global update should be run to update periodical records currently in the catalogue.

Status: Discussed at 10.22.2020, 1.21.2021 and 3.4.2021 RSAC. Action Item at April 16, 2021 DA Meeting

Effective Date: May 3, 2021

Action item #3: Lost Materials Policy

Background: The RSAC is reviewing all Resource Sharing Policies and Procedures for clarity and relevance.

Issue: A minor edit is required for clarity.

Recommendation: The current policy for Lost Materials remains relevant and with a minor edit for clarity:

C. Material was lost, paid for, and then found:

1. *This is a local issue based on the policy of the owning library.*

Status: Discussed at 3.4.2021 RSAC. Action Item at April 16, 2021 DA.

Effective Date: Immediately

Action Item #4: Overrides/Stops/Change of Due Date Policy

Background: The RSAC is reviewing all Resource Sharing Policies and Procedures for clarity and relevance.

Issue: Minor edits are required for clarity.

Recommendation: The current policy for Overrides/Stops/Change of Due Date remains relevant and with minor edits for clarity:

Overrides/Change of Due Date Policy

- 1. Only directors or their designated representative(s) can override messages. The director is responsible for all overriding done at their library.*
- 2. Only the owning library can change due dates and override the renewal limit as long as there is no demand for the item.*
- 3. A hold maybe be overridden when a patron presents an item for checkout that has a hold on it. In this instance, staff may choose "proceed with checkout" when a patron presents an item which attempts to trap for a hold*

Status: Discussed at 3/4/21 RSAC. Action Item at April 16 DA.

Effective Date: Immediately