

MHLS Directors Association | Agenda Attachment

Business Meeting of Tuesday, June 13, 2023

Action Item #2: 2024 Member Assessment Table

Background: Annually a Member Assessment Table is provided to library directors for budgeting purposes.

Issue: The System Services Advisory Committee (SSAC) met on May 3rd, 2023 to review, discuss, and recommend the 2024 Member Assessment Table. As per the committee's discussion, the 2020 and 2021 circulation and holds data was not used to calculate the 2024 assessment due to the impact of the pandemic. The 2020 Census figures are now included in the assessment. As noted in previous years, the items in the formula tied to the Innovative (III) contract for Sierra and Encore will increase 2% each year as per the contract. The committee recommends a 2% increase to the assessment for 2024 over 2023.

Recommendation: The SSAC recommends approving the [2024 Member Assessment Table](#) as presented.

Status: Discussed at the 1.23.2023 and 5.3.2023 SSAC meetings. Action Item at the June 13, 2023 DA meeting.

Effective Date: Effective January 1, 2024.

Action Item #3: Uncorrected Proofs, Bootleg, Unauthorized Materials, or Restricted Use Materials

Background: Mid-Hudson Library System and its Member Libraries believe in the integrity of our collection, licensing agreements, the rights to intellectual property, and support the laws in place to protect these things. Our catalog should not contain items that violate distribution agreements or are unauthorized.

Issue: Our catalog contains items that should not be distributed. The cataloging department would like a policy that empowers them to remove titles that are uncorrected proofs, bootleg copies, restricted or unauthorized.

Recommendation: Approve the recommended text below:

7. Uncorrected Proofs

A. Uncorrected proofs and screening copies cannot be in the catalog because they are not in their release form, are not intended to be distributed to the public, and carry the same ISBN as their trade counterparts. (New from 4/13/mtg-needs DA Approval)

Recommended text:

Uncorrected Proofs, Bootleg, Unauthorized Materials, or restricted use materials

MHLS supports copyright an intellectual property law. In the event that the following copies are found in the shared database, the bibliographic record will be suppressed by the MHLS Catalog department, and the library or libraries with attached items will be notified to remove these items. The bibliographic record would then be removed.

A. Uncorrected proofs and screening copies is not permitted in the shared catalog because they are not in their release form, are not intended to be distributed to the public, and carry the same ISBN as their trade counterparts.

B. Bootleg and unauthorized material is not permitted in the shared catalog.

Status: Discussed at the Resource Sharing Advisory Committee meeting 5/4/2023

Effective Date: upon approval

Action Item #4: OverDrive Purchasing (Including Cost Per Circ)

Background: In order to create equitable purchasing in the shared OverDrive collection, the OverDrive Ad Hoc committee reviewed, and the Directors Association approved, that each member library purchase at a spending percentage relative to their patron's circulation use percentage. Data provided twice a year will be used to establish spending levels.

Issue: The Ad Hoc OverDrive Committee's spending recommendations define the approved purchasing criteria for OverDrive purchasing specifically for each library. Meeting the spending requirements, making a first copy holdable and managing holds to item ratios, eliminates the need for add policy to use Cost Per Circ.

Recommendation: Recommendation: Update the current wording for OverDrive Purchasing

1. Copies to Holds Recommended Purchasing

A. Libraries should own 1 System-wide holdable copy for each 4-7 holds; 2 copies for 8-14; 3 copies for 15-23 holds to be picked up at their location or downloaded to their patrons. These

minimum purchases apply to all formats (physical and e-content). ~Approved by Directors Association 2/9/2023.

- B. Local hold items and Lucky Day copies can be added only after a first copy is purchased to be made available system-wide. All items for which there is not already an exception in the MHLS Direct Access Plan, regardless of hold status, must be made available to any MHLS card holder on site. ~Approved by Directors Association 1/8/13 & updated 2/9/2023

Items added to the catalog as Local Holds need to be identified in the call number field. Items will use system-defined item types. ~Approved by Directors Association 1/5/2012.

2. OverDrive Purchasing

- A. OverDrive Spending for each library must be in line with the recommendations of the OverDrive Ad Hoc committee

Notes:

- Cost Per Circ spending on any platform is not credited to spending requirements set forth by the Ad Hoc committee and approved by the DA.
- *Cost Per Circ purchasing is used once the library has demonstrated that it is purchasing in line with recommended spending requirements (OverDrive Ad hoc committee recommendation) or has met requirements of section 1 A.*

Exceptions: *Local only demand*

a. *Book club*

b. *Local author*

c. *Low/no system wide demand title to create available copy at low cost)*

3. The OverDrive Ad Hoc committee establishes the timing and process to report to and review member library spending levels.

- The schedule for reporting = April and November
- The criteria for spending level requirements are:

library spending/system spending \geq library circ/system circ as described in the

[Ad Hoc OverDrive Committee's Final Report](#)

Status: Discussed:

- Resource Sharing Advisory Committee meeting 3/6/2023
- Directors Association meeting on April 20, 2023 and at 5/4/2023
- Resource Sharing Advisory Committee meeting 5/4/2023

Effective Date: Upon approval

Action Item #5: Resource Sharing Standards Renamed

Background: The Resource Sharing Standards document began as a way to codify items approved by the Directors Association regarding resource sharing in our system. It is not, and has never been, a comprehensive document for all policies, parameters, settings and decisions. The document, now web-based establishes policy and procedures that were identified to need review. Once discussed by the

Resource Sharing Advisory Committee a recommendation for policy might be brought forward for the DA to vote on for inclusion. If procedure needed to be established to support a policy or process it was included to establish uniform processes necessary to successful sharing.

Issue: The word “Standards” in the document title does not describe the intent of the document to establish a shared policy. The existence of procedures that are required to successfully manage a high level of resource sharing is also not conveyed by the term standards. To remove ambiguity about the intent of the document the name of the document should be changed.

Recommendation: Rename the Resource Sharing Standards to Resource Sharing Policies and Procedures.

Status: Discussed at the Resource Sharing Advisory Committee meeting 5/4/2023

Effective Date: Upon approval