

MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: 5/4/2023

Location: Online

Committee members attending:

- Tammy Gaskell (Columbia)
- Michelle Hoffman (Columbia)
- Carol Bancroft (Dutchess)
- Rhiannon Leo-Jameson (Dutchess)
- Kimberly Benjamin (Greene)

- Chloe Higgins (Greene)
- Gina Loprinzo (Putnam)
- Deirdre Farabaugh (Putnam)
- Darren Lanspery (Ulster)
- Gillian Murphy (Ulster)

Staff Attending: Laurie Shedrick (MHLS)

Others Attending: N/A

Meeting called to order at 1:34 PM

Identify Secretary – Carol Bancroft

Minutes from March 6 meeting reviewed and approved by Tammy Gaskell, seconded by Gina Loprinzo

Discussion Items:

- **Overdrive’s Cost Per Circ (CPC) Policy Edits**
 - Replace the word “you” with “library.”
 - The RSAC standards should reflect the Ad Hoc Committee’s decision, but clarity is needed on when the spending-to-circulation reports will be available to libraries and it will affect libraries with different fiscal years. It was noted that most libraries’ fiscal year is a calendar year. **The Ad Hoc committee will determine the time period for reporting and review process [input from the Ad Hoc committee required]**
 - See action item
- **Expanding Uncorrected Proof Policy to Include Bootleg and Unauthorized Materials**
 - See action item
- **Clarifying What is Acceptable to Circulate**
 - Libraries have differing views on what level of use/”damage” is acceptable to circulate (e.g., marker on a page in the middle of the book, dog-eared pages would generally be acceptable, but some staff members/libraries are sending these items back to owning library).
 - The lack of clarity is causing feelings of consternation and it is extra work to return things that are in acceptable condition to circulate. Ultimately the decision to allow an item to circulate is made by the owning library.
 - Does the language in the policy leave too much in question? Again, we discussed whether photos examples might be helpful and how best to define “reasonable” in “reasonable wear.”
- **Language Used in the Sharing Standards**
 - The committee will review the Resource Sharing Standards document for ambiguity in the words like *should*, *could*, *would* and reword when possible.
 - The Sharing Standards document will be reworked to make it easier for everyone to follow. The idea is to include a “Policy” section (all policy language will be approved by the Directors Association) and a

“Procedure” section. RSAC member will look at options for the best way to lay everything out and discuss further at the next meeting.

- **MHLS Updates**

- Vega: The holds logic problem has been fixed and it seems to be working correctly. There are still a few issues to tidy up, but the catalog is getting close to the moment of reveal. Misspelled titles and authors will bring up the best results instead of stating “No catalog results found.” A variety of training options including webinars and in-person workshops will take place to ensure staff members are comfortable with the new catalog.

- ILS Contract Renewal: MHLS is four years into a five-year contract with Innovative and System Services Committee will be reviewing ILS options. RSAC will also review the options after SSC. No change is needed until 2024.

Meeting adjourned at 3:22 PM

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

- Title: 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

Current text:

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

To include in DA Business Meeting Agenda Attachment as New/Proposed Business & Information:

- Title: 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 committees 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: Update the current wording for OverDrive Purchasing

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 = January and July
 - The schedule for review =

- The criteria for spending level requirements are

library spending/system spending >= library circ/system circ as described in the

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

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

To include in DA Business Meeting Agenda Attachment as New/Proposed Business & Information:

- Title: Resource Sharing Standards renamed
- Background: The Resource Sharing Standards document began as a way to codify items approved by the Director's 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