MHLS Directors Association | Agenda Attachment
Business Meeting of Wednesday, November 15, 2023

Action Item #2: 2024 DA/SSAC Officers

Background: The DA bylaws call for officers of the DA to be named from the System Services Advisory Committee (SSAC).

Issue: The SSAC has put forth a slate for the 2024 DA/SSAC Officers

Recommendation:

Chair (serves as DA Chair): Mary De Bellis (LaGrange)
First Vice-Chair (serves as SSAC Chair): Johanna Reinhardt (Cold Spring)
Second Vice-Chair (fills in for Chair, in lieu of 1st Vice Chair, takes minutes in absence of the Secretary): Thea Schoep (Claverack)
Secretary (takes minutes of DA meetings): Michele Capozzella (Mahopac)
Assistant Secretary (takes minutes of SSAC meetings): Matt Pavloff (Kinderhook)

Status: Discussed at the 10.10.2023 SSAC meeting. Action Item for the November DA meeting.

Effective Date: January 2024

Action Item #3: Memo of Understanding

Background: The current Document of Understanding is over 20 years old and out-of-date in relation to our current practices and III contract. The Automation Agreement is overdue for a review as well. To this end, a merged draft of a Memo of Understanding (MOU) has been created to consolidate these two documents and update them to ensure that it reflects current practice, shared understanding, and our current ILS Contract.

Issue: The basis of the draft is not a major departure from the original two documents, it simply merges them; removes out-of-date language and concepts; and clarifies issues that have become questioned in the past few years. System Services Advisory Committee members provided their comments to inform the first and second draft. The third - fifth drafts incorporate input received at the county level and through two DA meetings as well review by the MHLS Board's Executive Committee.

Recommendation: The System Services Advisory Committee recommends the approval of the fifth draft of the

MOU, attached to this report, to be forwarded to the MHLS Board for their consideration.

Status: Discussed at the October 2022, January 2023, May 2023, August 2023, and October 2023 SSAC meetings and the January 2023, June 2023, September 2023 DA meetings. Action Item at the November 2023 DA meeting.

Effective Date: Upon approval by the MHLS Board of Trustees.

Action Item #4 DA Bylaw Revisions

Background: The Directors Association is governed through bylaws adopted by the group. The System Services Advisory Committee is tasked with biennially reviewed for currency.

Issue: The SSAC found the bylaws to be out-of-date in the absence of guidance for online meetings and consistency regarding voting options. After consulting with a professional parliamentarian, the committee fine-tuned their understanding of voting options.

Recommendation: The SSAC presents suggested amendments to the bylaws in the attached document to clarify issues surrounding online meetings and voting to reflect current and best practice.

Status: Discussed at the January, May, August, and October 2023 SSAC meetings. Action Item for the November 2023 DA meeting.

Effective Date: Upon approval.

Action Item #5: Temporary Resident Account

Background: User accounts for Temporary Residents are not currently identified in the Resource Sharing Standards. While similar to a Non-Resident, the temporary nature of the membership is an important distinction.

Issue: While the choice to issue a temporary record is at the discretion of the library, the record should be identifiable as temporary to circulation staff and expire accordingly.

Recommendation: Update Resource Sharing Standards Patron registration policy to include:

*A **Temporary Resident*** is a person residing in a library service area for part of the year on a non-recurring basis, but outside of the MHLS service area for the majority of the year.

Policy

- The Circulating Library will be responsible for the checked out items, including replacement, cost if the items borrowed are damaged or not returned after a Bill has been issued.
- The decision to honor a temporary account is up to the circulating library within local policies
  - Circulation Periods
  - Limits in materials
- The Issuing library will determine the required length of residency within their local polices.
- A local and permanent address are both required in the record.
- If registration fee is charged or deposit taken it will included in the notes
- Expiration should align with the end of temporary residency
- A Temporary Account message (m-message) Is required
    Example: Temporary, Temporary Paid

Status: Discussed at the Resource Sharing Advisory Committee (RSAC) meeting 8.8.2023 and 10

Effective Date: Upon approval

Action Item #6: Vega Discover Guides

Background: MHLS, as a premium consortia development partner, has access to the Vega Discover Guides for installation at no added cost. The text of the guides is customizable only by Innovative, at this time. The Resource Sharing Advisory Committee has reviewed the text elements in context of their placement and recommends that the attached language be used in our upcoming system wide Launch of Vega Discover on Dec 6th.

Issue: The guides were included after much debate with Innovative regarding our contract status, which delayed the implementation, with a launch date of December 6th we must establish our language quickly. RSAC will review recommendations for future changes and present them to the DA as Action Items, similar to the RS Standards.

Recommendation: The Vega Discover Guide language be accepted for installation in time for the 12/6/23 launch date.

Please see the attached document

Status: Discussed at the Resource Sharing Advisory Committee (RSAC) meeting 10.23.2023. Introduced as an action item for the November 2023 DA meeting.

Effective Date: Upon approval
       Reviewed by RSAC on 10/23/23 – implemented with minor revision
         Vega Guide: Starter Guide Text Change Request Form
In this document you will find change forms for each step of the three Starter Guides.

- Welcome and Bookshelf Guide (the activation badge reads "Take a Tour")
- Search Results Guide (the activation badge reads "Help me with this search")
- Can't Find It Guide (the activation badge reads "I can't find it")

If you would like to make changes to the text in any guide step, enter your replacement text into the space provided. To submit your change request, open a Support ticket and include this document.
You must check the URLs used for the links in Search Results Guide Step 6 and Can't Find It Guide Step 3
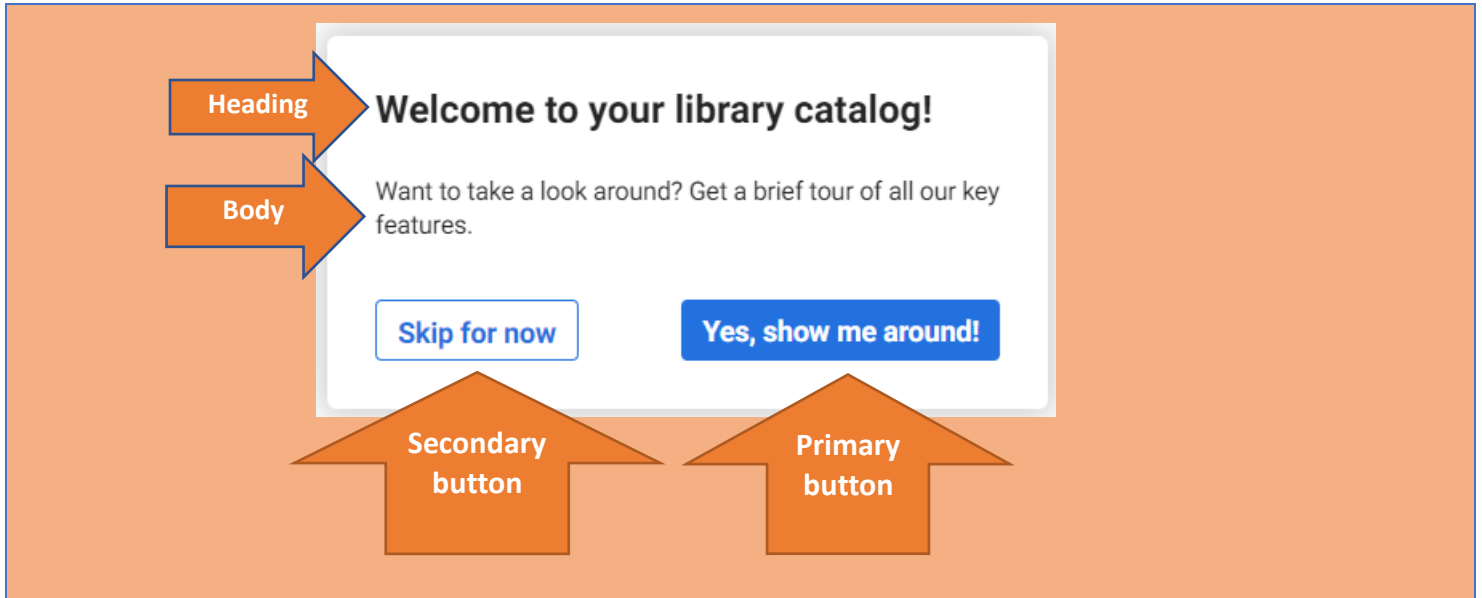When installing Vega Guide for your Discover catalogue, when the phrase below appears in a guide we link "website" to the library website, and look for a general contacts page as a link for "contact us".
<div align="center">Learn more on our [website] or [contact us]!</div>
If you have a URL in mind for both of these links that will work for all libraries, you can add them here and I will use them in the appropriate places in each Guide. If you need something more complex, or need different links for each library, please reach out to me and we will work with you on the best approach to meet your needs.
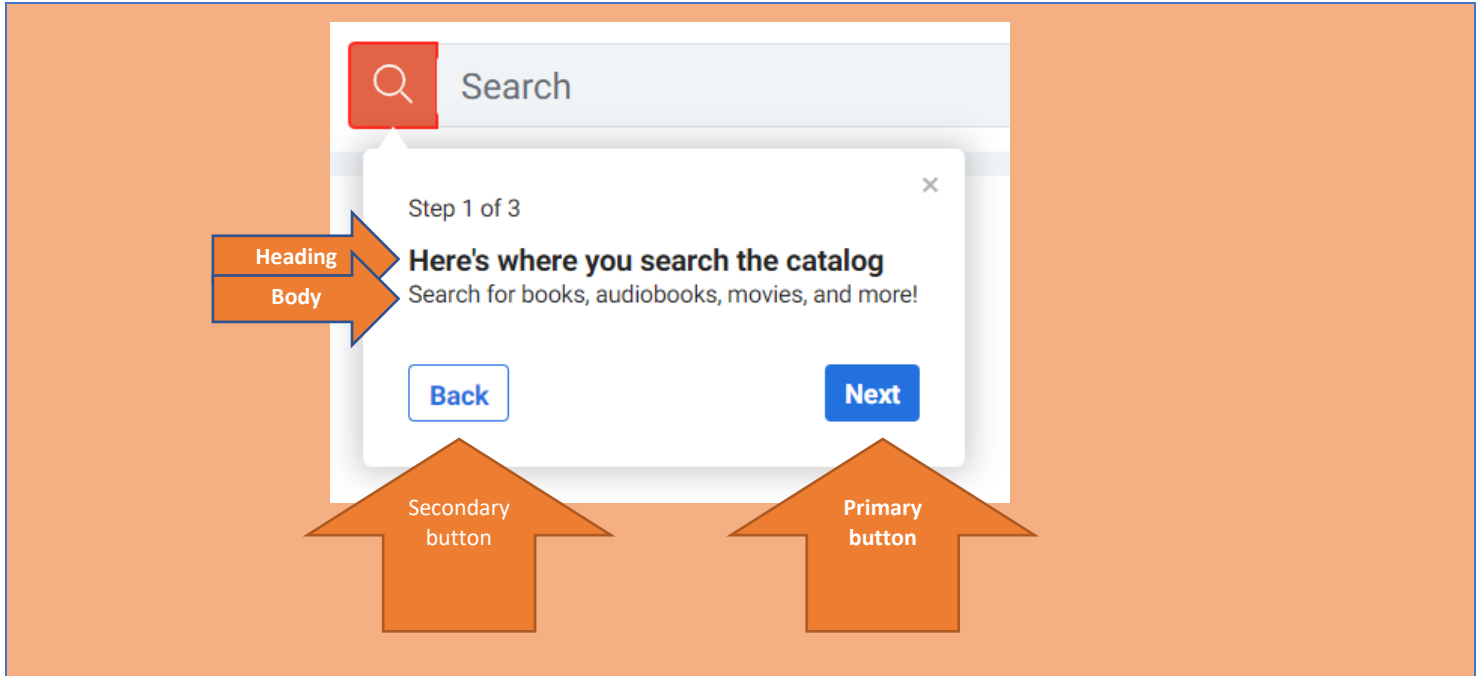
[website] URL	https://midhudson.org/libraries/
[contact us] URL	**http https://midhudson.org/libraries/ s://forms.office.com/pages/responsepage.aspx?id=9rKUlkFAwEWlOK6Sxl_ZxEPB4JljS_VPmc esmPfmrolUMzI3SjhUWk9ORDhNNkVFMDBKOVdWVVdSNi4u&web=1&wdLOR=c54E2608B-C8F9-4BFB-A645-452E87B7D5A8**

Welcome + Bookshelf Guide: Welcome

Heading

Welcome to your library catalog!

Body

Want to take a look around? Get a brief tour of all our key features.

Skip for now

Yes, show me around!

Secondary button

Primary button

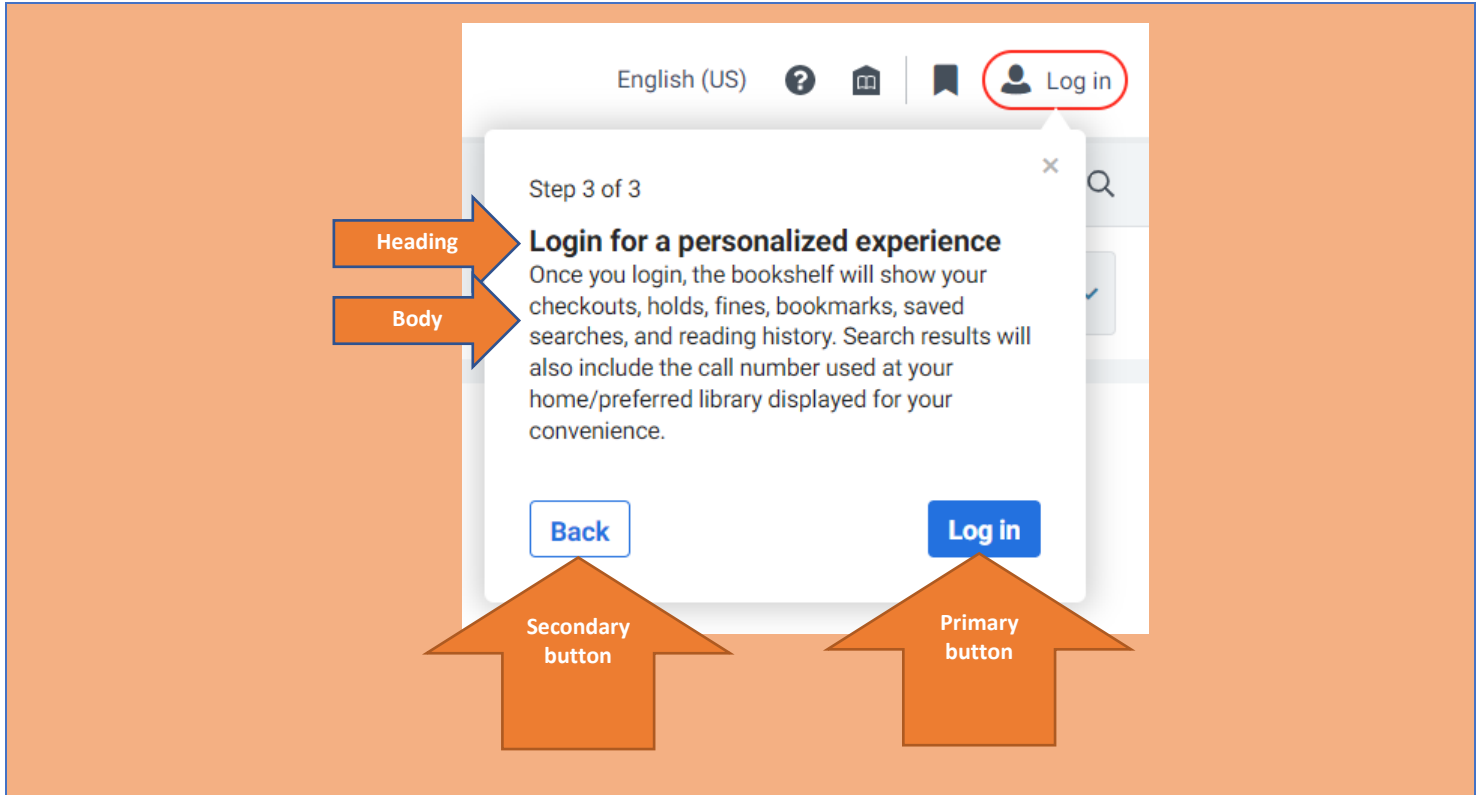| Field	Enter replacement text below
Heading	
Body	
Primary button	
Secondary button	

Field	Enter replacement text below
Heading	
Body	Search for books, movies, music tools, equipment and more. In one search, discover our physical, digital and streaming resources
Primary button	
Secondary button	

Welcome + Bookshelf Guide: Step 2 of 3

Step 2 of 3

Manage all your activity in the bookshelf

Here you can manage your bookmarked items. If you login, you'll also see checkouts, fines, bookmarks, and more.

Heading

Body

Back

Next

Secondary button

Primary button

Bookmarks

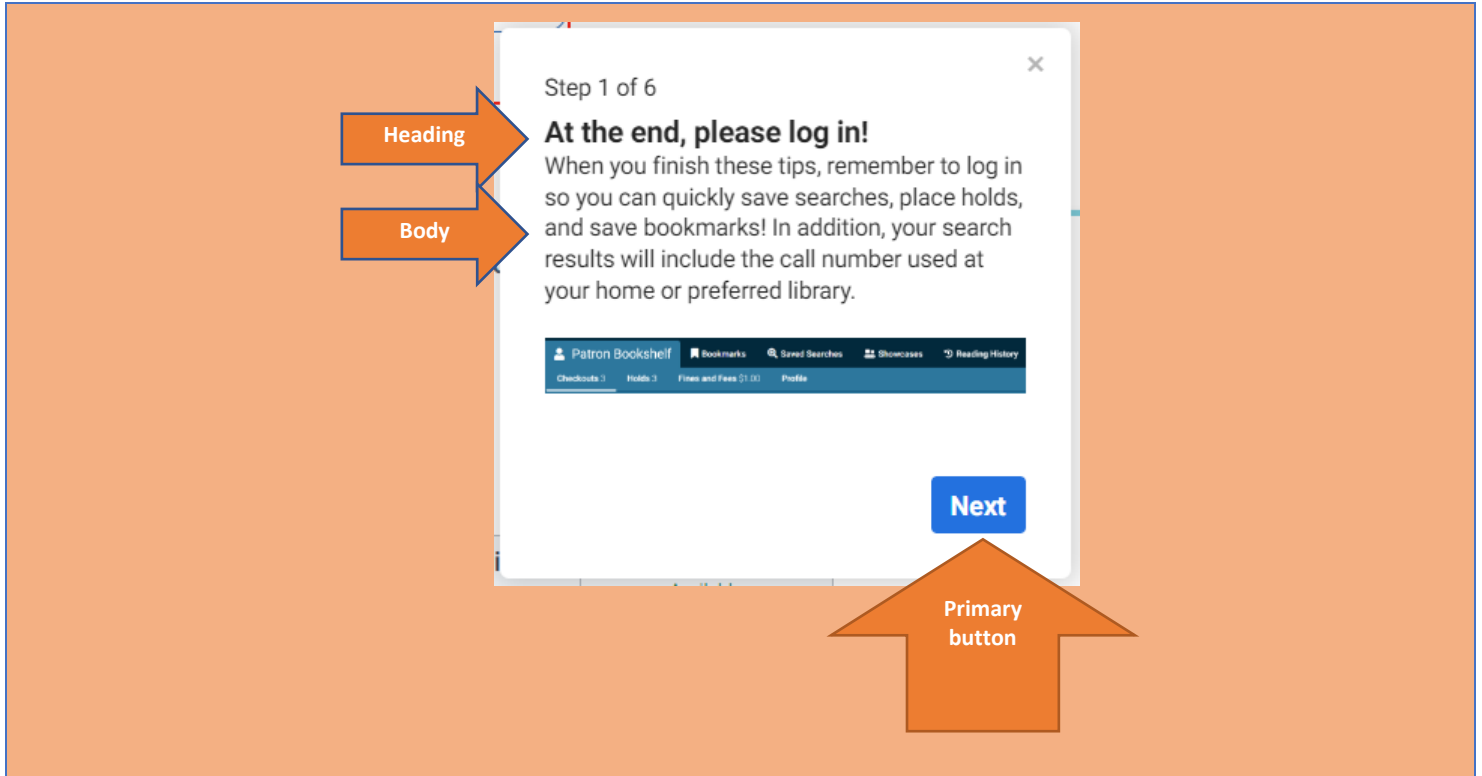| Field	Enter replacement text below
Heading	
Body	Your account details are always available on the bottom of the screen. Save titles to your bookmarks as you search.
Primary button	
Secondary button	

English (US)   ?   📖 | 🔖 | 👤 Log in

Step 3 of 3   ×

Heading → **Login for a personalized experience**

Body → Once you login, the bookshelf will show your checkouts, holds, fines, bookmarks, saved searches, and reading history. Search results will also include the call number used at your home/preferred library displayed for your convenience.

Back   Log in

Secondary button   **Primary button**

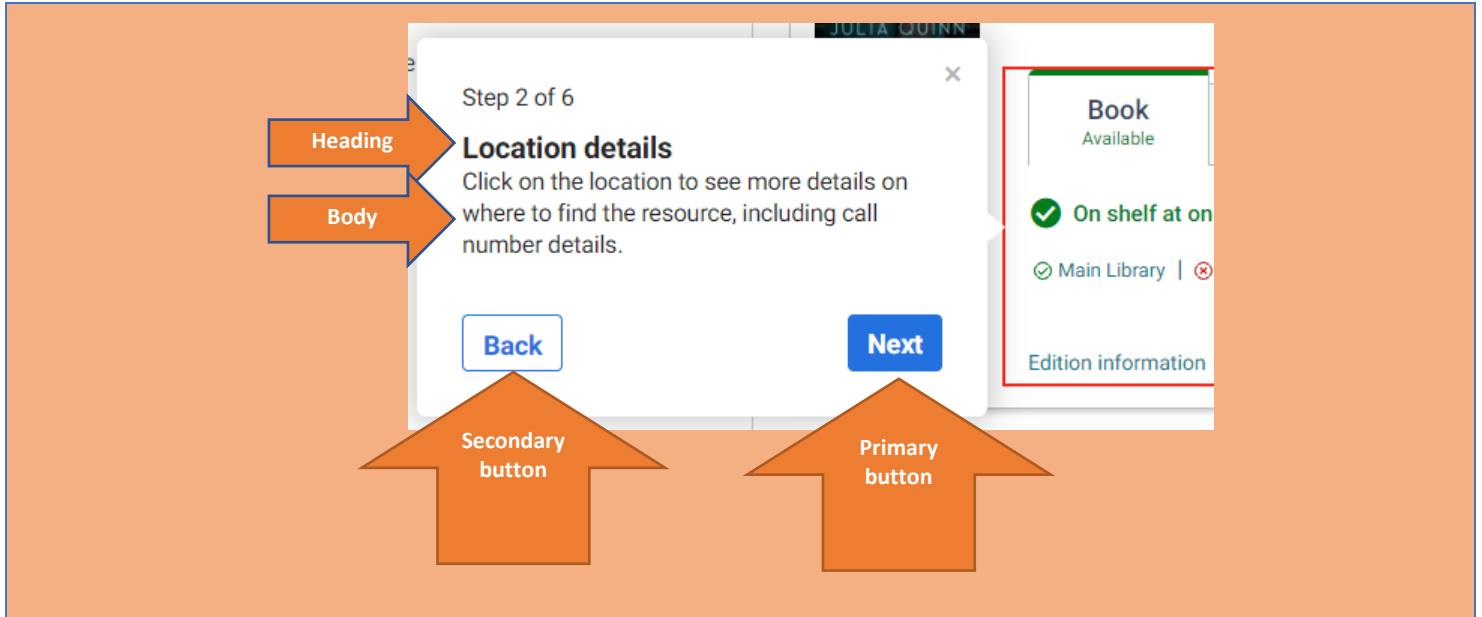| Field	Enter replacement text below
Heading	
Body	Once you login, the bookshelf will show checked out items and due dates, requests, fines, bookmarks, saved searches, and reading history. Your home library and call number will be prominently displayed.
Primary button	
Secondary button	

Step 1 of 6

Heading
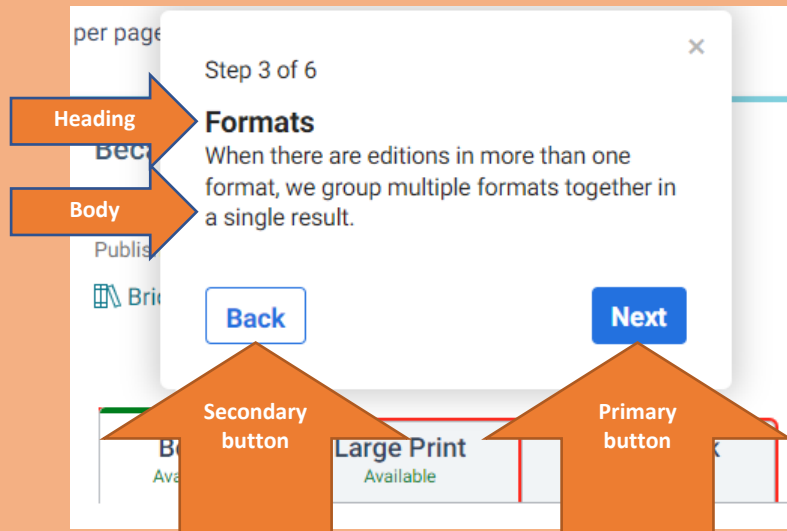
At the end, please log in!

Body

When you finish these tips, remember to log in so you can quickly save searches, place holds, and save bookmarks! In addition, your search results will include the call number used at your home or preferred library.

Patron Bookshelf   Bookmarks   Saved Searches   Showcases   Reading History
Checkouts:3   Holds:3   Fines and Fees $1.00   Profile

Next

Primary button

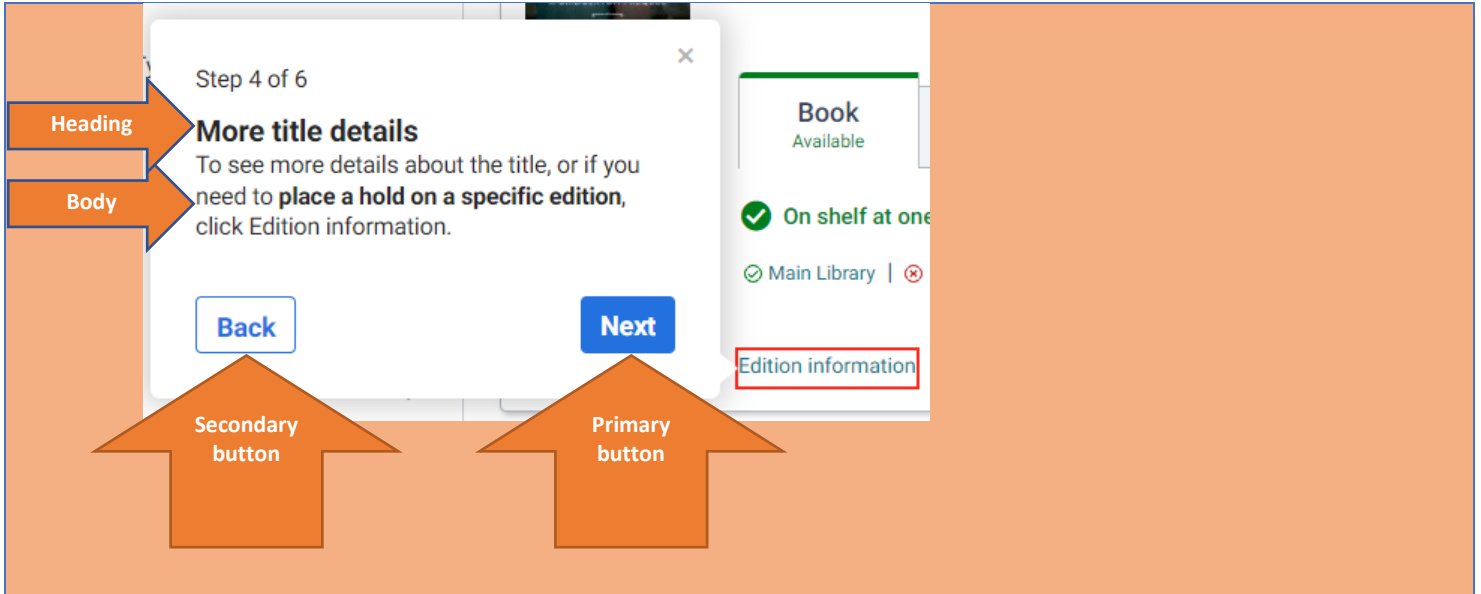| Field	Enter replacement text below
Heading	Discover more by logging in!
Body	This catalog was designed with you in mind! When you complete this guide, login to experience what this enhanced catalog has to offer.
Primary button	

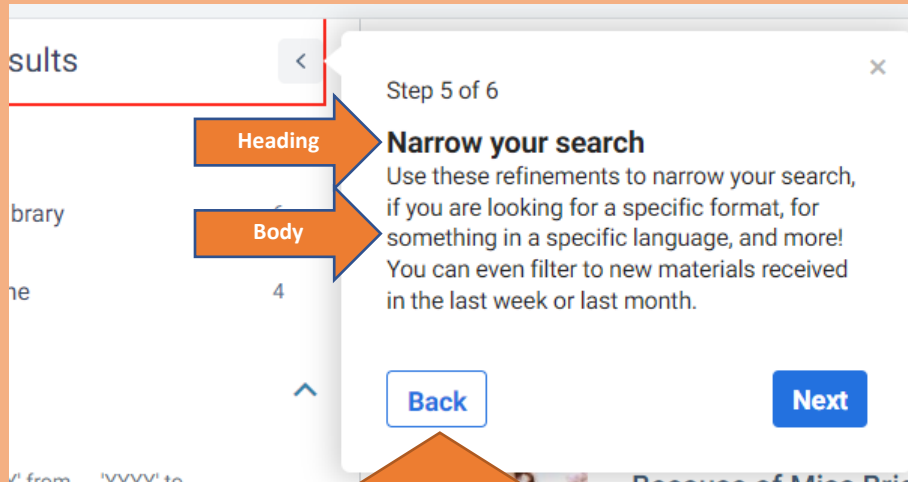| Field	Enter replacement text below
Heading	Find a copy,
Body	Availability, shelf location and call number can be accessed by clicking a library. Click "View All Libraries" for a complete list.
Primary button	
Secondary button	

Field	Enter replacement text below
Heading	
Body	When a resource is available in more than one format, we group them together in a single result. Click a tab to display information about the resources available in that format.
Primary button	
Secondary button	

Step 4 of 6

Heading

Body

More title details

To see more details about the title, or if you need to **place a hold on a specific edition,** click Edition information.

Book
Available

On shelf at one

Main Library |

Edition information

Back

Next

Secondary button

Primary button

Field	Enter replacement text below
Heading	
Body	To see more details about editions or to request a specific edition click View Editions.
Primary button	
Secondary button	

Step 5 of 6

Narrow your search

Use these refinements to narrow your search, if you are looking for a specific format, for something in a specific language, and more! You can even filter to new materials received in the last week or last month.

Back   Next

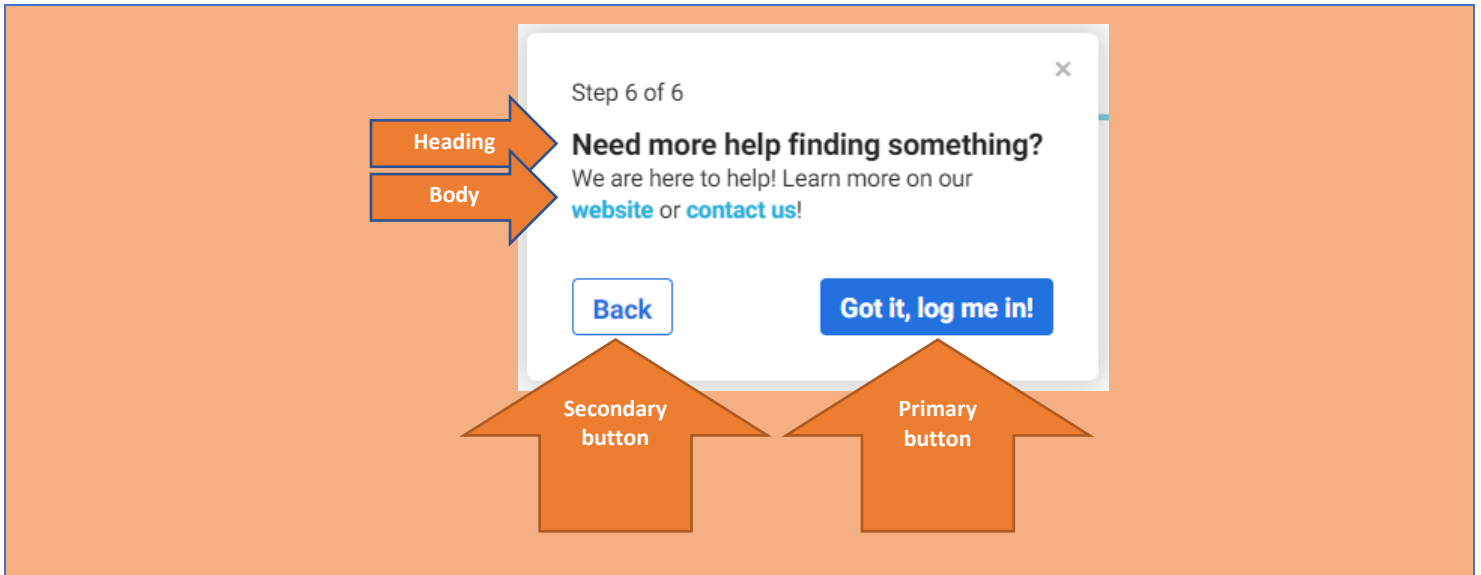| Field	Enter replacement text below
Heading	
Body	Use these filters to narrow your results to a specific format, language, library, and more. You can even refine your search to items added this week, this month, this quarter or this year!
Primary button	
Secondary button	

Search Results Guide: Step 6 of 6

If you would like to change the text used as a hyperlink in this step, indicate the word(s) which will be hyperlinked in your replacement text by enclosing the word(s) in square brackets. Below is an example showing how the default text would be entered with square brackets around "website" and "contact us" to indicate those words are links.

Learn more on our [website] or [contact us]!

Be sure to complete a URL row for each link in your text adding additional rows if necessary.

The URLs used for the [website] and [contact us] links during configuration of your Guides are included on the first page of this document.

Field	Enter replacement text below
Heading	
Body	We are excited to share this experience with you and appreciate any feedback that you would like to share. Either contact your library directly by selecting them from our member library list or use the feedback form below.
Primary button	
Secondary button	
[website] URL	**https://midhudson.org/libraries/**
[contact us] URL	**https://forms.office.com/pages/responsepage.aspx?id=9rKUlkFAwEWlOK6Sxl_ZxEPB4JljS_VPmcesmPfmrolUMzI3SjhUWk9ORDhNNkVFMDBKOVdWVVdSNi4u&web=1&wdLOR=c54E2608B-C8F9-4BFB-A645-452E87B7D5A8**

Can't Find It? Guide: Step 1 of 3

Step 1 of 3
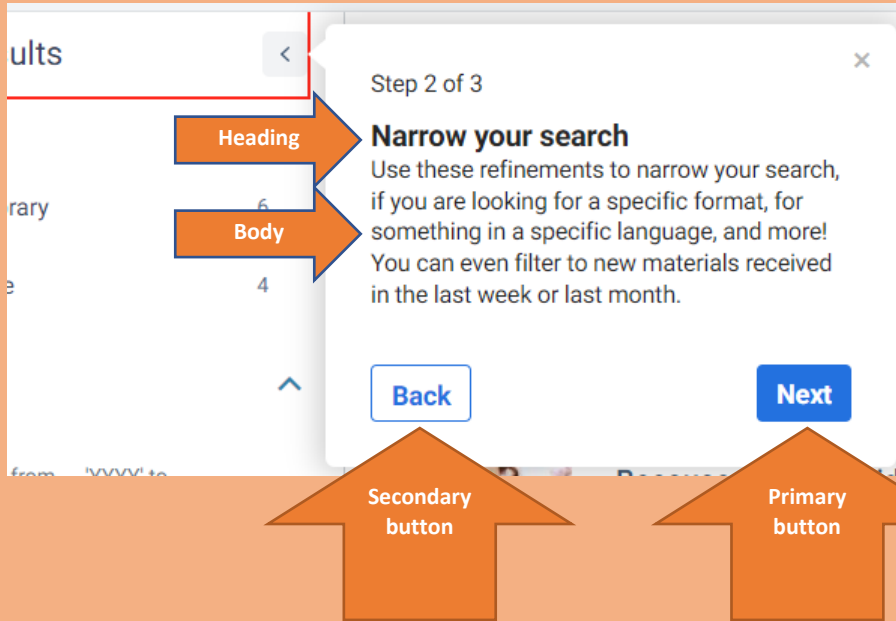
Search tips

Heading →

- Only **use important keywords** in the search. No need to include words such as "the" "or".

Body →

- **AND** requires both keywords to be in the matching resources, which narrows the search. All the keywords will appear in the results, but the keywords might appear in different places in the resulting resources.

- **OR** requires either keyword or both to be in the matching resources, which expands the search.

- **NOT** requires a keyword to be absent from the matching resources.

- **Quotes (" ")** will ensure the keywords appear together

Next

Primary button ↑

Field	Enter replacement text below
Heading	
Body	
Primary button	

Can't Find It? Guide: Step 2 of 3

Step 2 of 3 ✕

Narrow your search
Use these refinements to narrow your search, if you are looking for a specific format, for something in a specific language, and more! You can even filter to new materials received in the last week or last month.

Heading →
Body →

Back | Next
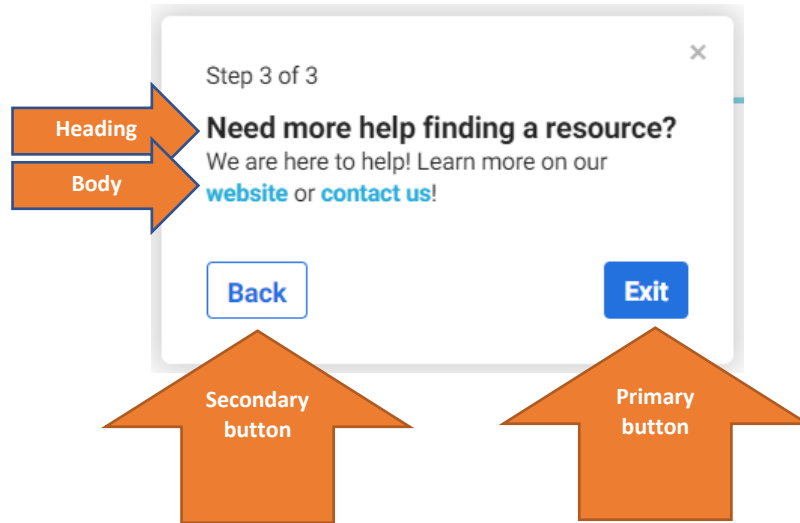
↑ Secondary button ↑ Primary button

Field	Enter replacement text below
Heading	
Body	Use these filters to narrow your results to a specific format, language, library, and more. You can even refine your search to items added this week, this month, this quarter or this year!
Primary button	
Secondary button	

Can't Find It? Guide: Step 3 of 3

If you would like to change the text used as a hyperlink in this step, indicate the word(s) which will be hyperlinked in your replacement text by enclosing the word(s) in square brackets. Below is an example showing how the default text

would be entered with square brackets around "website" and "contact us" to indicate those words are links.

Learn more on our [website] or [contact us]!

Be sure to complete a URL row for each link in your text adding additional rows if necessary.

The URLs used for the [website] and [contact us] links during configuration of your Guides are included on the first page of this document.

Field	Enter replacement text below
Heading	
Body	We are here to help! Contact your library for more assistance.
Primary button	
Secondary button	
[website] URL	
[contact us] URL	**https://midhudson.org/libraries/**