Date: March 7, 2024   **Location:** Online via Zoom

Committee members attending:
- ☒ Linda Holik (Columbia)
- ☒ Michelle Hoffman (Columbia)
- ☒ Carol Bancroft (Dutchess)
- ☒ Tom Lawrence (Dutchess)
- ☒ Julian Giarraputo (Greene)
- ☒ Jaki Elmo-Emel (Greene)
- ☒ Gina Loprinzo (Putnam)
- ☒ Donna Perolli (Putnam)
- ☒ Darren Lanspery (Ulster)
- ☒ Tracy Priest (Ulster)

Staff Attending: Laurie Shedrick (MHLS)

10:00 call to order

Identify Secretary: Linda Holik

Minutes from 1/11/2023 meeting reviewed. Correction made in the attendance (Michelle Hoffman and Julian Giarraputo were marked present but were not in attendance). Approved unanimously with correction.

Discussion Items:

1) **Discover.midhudsonlibraries.org updates:** Laurie updated the committee on activity since the last DA meeting, including the following items:
   - Post meeting with CEO Yariv Kursch, follow up
   - Facets – Roeliff Jansen/Mountaintop/Olive
   - Kiosks and Collection sites
     - Video to describe Kiosks and Collection sites will be distributed for review
   - Ecommerce – Identified issues were shared
     - Statistical category 800 no longer present to identify transactions as ecommerce.
     - Possible duplicate charges in report will be followed up on within PayPal – refunds issued if existing
     - Possible charges without payment in Sierra
     - All ecommerce payments since December 6th will be reviewed for accuracy and matched with Sierra records.

2) **Review RS Standards**
Interlibrary Loan standards were reviewed.
   - RSAC would like to see MHLS policies incorporated within the Standards or linked MHLS standards need review

- $25 policy could be changed to an annual budget or number of items under $25, as the items are infrequent or not within the library collection policy or needs.
- Format and date limitations should be reconsidered
- Reorders should not be blocked if the previous policies are met.

Inter Library Loan (ILL)
Policies:
1. **ILL Loan periods**
A. Be aware that any hold being sent to 'PATRN NAME: Mid-Hudson Library System-ILL-OCLC/ILL' is an out of area request, which will have an extended loan period in accordance with regional ILL lending procedures.
2. **OCLC ILLs**
A. Any hold for 'Mid Hudson Library System ILL-OCLC' is an out of area request and will have an extended loan period in accordance with regional ILL lending procedures.
B. When an item that has been filled via OCLC by MHLS Ill Department becomes overdue, it is the prerogative of the owning/loaning library to determine whether or not to grant a renewal. It is the responsibility of the requesting library to notify MHLS ILL Department that a renewal is needed, before the due date. Items that become overdue may affect the ability of other MHLS libraries to borrow through OCLC.
C. MHLS will bill each library for each OCLC loan filled for their patrons. It is acceptable that libraries who are not passing the fee on to their own patrons, to charge patrons from other libraries for the service. *As of September 1, 2007 this fee was suspended.*
3. **Processing ALA form ILL requests for agencies outside of the MHLS or SEAL membership**
A. If the library receives an ALA request form from a library outside of the MHLS or Seal Membership the library can either ship the item at its own expense or contact the requesting agency and ask that the request be placed as an OCLC request, which will be processed by the MHLS ILL Department. *~Approved section by Directors Association 2/5/09*

3) Review status of new email blocks and process
- Laurie reported that only 3 blocks identified. No changes to the process were recommended at this time

4) Intro to Patron App
Laurie introduced Innovative Mobile, which is an app that patrons will be able to download to their mobile devices. It will allow them to search the catalog, place holds, renew and check out materials, and register for events.
- The timing of the roll out plan is TBD, but will not happen until after the Innovative User Group Conference.
- App is noted to be consortia-friendly
- Knowledgebase Documentation is in progress
- Staff training will be announced when dates are clear and will include: Webinars, Training on Demand, Launch kit, Marketing – for media outlets, Talking points, and Video instruction
- Because the app features a mobile version of the patron barcode, the group looked at the policy for Patron Card Requirement and found the current policy inclusive enough for the mobile app "Card" to be used for transactions.

A.   Policy – update for Patron card requirement

Circulation requires a Verified library account, the only exception being a photo ID with an address that matches the one in ILS ~ *Approved by Directors Association 10/3/2011*

5) Review language for local copies/Holds ratio

Now that we roll up editions in Discover, the committee asked if we should rethink copy purchases to include language that fits our new practice.

Current language:

Local Hold items and *Local Browse* copies can be added only after a is purchased to be made available system-wide. All physical 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 member library account holder on site. ~Approved by Directors Association 1/8/13 & updated 2/9/2023, updated 6/13/2023

New Proposed Language :

Local Hold items and *Local Browse* copies can be added only after a first ==system-wide holdable copy== is purchased. All physical 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 member library account holder on site.

6) MHLS Updates

Meeting adjourned at 11:33

Action Item #2:

Background: In light of the new roll up display in the Discover catalog, the RSAC reviewed the wording for copies to holds purchasing to consider the need to identify the edition as a requirement for meeting the requirement.   The committee determined that the edition should be determined by the library at the time of purchase. In that review some minor edits were made to the wording to better clarify the intent

Issue: The committee found the omission of "System wide holdable copy" was necessary addition to capture the full intent of the policy. It clarifies the access to the first copy as holdable to patrons of all libraries.

Current

A.   *Local Hold* items and *Local Browse* copies can be added only after a first copy is purchased to be made available system-wide. All physical 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 member library account holder on site. ~Approved by Directors Association 1/8/13 & updated 2/9/2023, updated 6/13/2023

Recommendation: The RSAC recommends the text below

Local Hold items and *Local Browse* copies can be added only after a first <mark>system-wide holdable copy</mark> is purchased. All physical 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 member library account holder on site.

Status: Discussed at RSAC 3/7/2024, Action item for April 17 DA

Effective Date: Upon approval