

MHLS Directors Association | Agenda Attachment

Business Meeting of Tuesday, September 9, 2025

Action Item #2: Manual Charges always forwarded

Background: A discrepancy was found in the Resource Sharing Standards in the “Circulation/Fines & Fees” section.

Issue: In the statement below “Manual Charges” should not be included. Later in the “Fees” section manual charges are covered. The inclusion under fines and fees is an error and is in conflict with the actual policy on Manual Charges.

Recommendation: Remove the text “Manual Charges” from the fines and fees policy

Status: Reviewed by the RSAC committee on 8/12/2025

Effective Date: Upon approval

Action Item #3: Individual ILS Logins Required for access

Background: In the past group logins have been discouraged and the use of group logins were permitted but limited access and required to be changed when any user with access to the login password left their position at the library.

1. **Issue:** To ensure that only authorized individuals have access to the ILS logins must be discreet and assigned to a person. When that person is no longer associated with the library the login and password can be eliminated to secure access, without disruption to other users.

Current policy for ILS access allows group logins in sections **F-I**.

Managing ILS user access

- A. Directors or their designees are the only people who can request new user accounts or edits to current user accounts in the shared ILS and related platforms. A designee may be identified by the Director in writing to the Technology Operations Manager of MHLS.
- B. Sierra passwords need to be changed regularly, at least every six months
- C. Logins shall be removed when a staff member leaves the library’s employment.
- D. Logins will begin with the library 3 letter code.
- E. Each library will maintain at least 3 sets of initials and passwords for ILS. The logins will have staggered levels of authority. A higher level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level. *~Amendment approved by Directors Association 12/7/07*
- F. Each Sierra user must have an individual username and password to access Sierra, unless using a limited group account. *~Amendment approved by Directors Association 8/7/12.*
- G. Group Logins may only have such permissions as designated and periodically reviewed by the Resource Sharing Committee and viewed in [Appendix A](#). *~Amendment approved by Directors Association 9/10/14. Reviewed 1/27/22*

- H. Group login passwords are changed upon the departure of any individual with access to the login. *~Amendment approved by Directors Association 9/10/14.*
- I. Any change to the ILS that facilitates rapid and effective switching of users shall prompt the immediate discontinuation of group logins. *~Amendment approved by Directors Association 9/10/14.*
- J. Any loss, damage or issue arising from access to the ILS and related platforms, shall be the liability of the library. *~Amendment approved by Directors Association 9/10/14.*
Section revised Directors Association 02/3/2022

Recommendation (section **F-I**) will be removed and the added text below will be inserted:

Logins to the ILS and related platforms shall be discreet and assigned to individual staff only. Group logins may not be used.

Status: Reviewed by the RSAC committee on 8/12/2025

Effective Date: Upon approval