

MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: March 13, 2019

Location: MHLS Auditorium

Committee members attending:

X AnnaLee Giraldo (Columbia)

X Lynn Place (Columbia)

X Brian Avery (Dutchess)

Rhiannon Leo-Jameson (Dutchess)

X Catherine Benson (Greene)

X Debra Kamecke (Greene)

X Jeanne Buck (Putnam)

X Gillian Thorpe (Putnam)

X Katie Scott-Childress (Ulster)

Jessica Kerr (Ulster)

Staff Attending: Laurie Shedrick MHLS

Others Attending:

Meeting called to order at 10:05 am

Lynn Place (Columbia) served as secretary

Motion to approve minutes from January 22, 2019 meeting by Gillian Thorpe, seconded by AnnaLee Giraldo.
Approved.

Discussion Items:

1. Cancelled Holds Best Practices: Discussion centered on best practices for reinstating cancelled holds, differentiating between holds cancelled in error and holds cancelled in clearing the hold shelf. Consensus was that holds cancelled in error can be reinstated to their original place in the queue. Holds cancelled as part of the holdshelf clearing process should be placed at the end of the queue. This recommendation will go to the DA.
2. Auto Renewal Update: Laurie Shedrick stated that an action memo will be sent out giving libraries the ability to opt out of auto renewal at their location. A vote on the number of days prior to the due date the renewal should be done and notices sent will be held at the April 9 DA Business Meeting. Counties should discuss this prior to the DA meeting. The Resource Sharing Committee recommends two days prior to the due date as a reasonable time to auto renew.
3. Cost-Per-Circ OverDrive Additions to the OPAC: As libraries begin to move to a pay-per-circ model in the OverDrive Marketplace, it was discussed whether or not these items should be in the shared catalogue. Considering that approximately 80% of searching for items in OverDrive is **not** done in the shared catalogue and that it is now possible to have an additional Advantage Account for pay-per-circ items which only display to patrons they are available to, the Committee recommends the current policy that only shared items appear in the shared catalogue not be changed.
4. Sierra Users Group: Laurie Shedrick suggested the Resource Sharing Committee develop their advisory role by exploring and discussing how to best use the ILS and improve the staff and patron experience including workshops, open forum with staff, and assessing new features.
5. Discussion on how to use new i-types and p-types. There have been no recommendations yet and requires further discussion at county meetings. Related to this was discussion on the use of age range in patron records, particularly related to fine free circulation. Laurie suggested that it would be easier to make the changes across all MHLS libraries rather than piecemeal by individual library.

6. Other: A request to add a drop down box to the left of the selection menu in the checkout function was discussed. It was agreed this would be a useful addition and a recommendation will go to the DA.

Laurie will email the committee prior the April DA meeting with a list of topics that the Committee may want to mention at the DA meeting.

Motion to dismiss at 11:30 by Gillian Thorpe, second by AnnaLee Giraldo. Approved.

To include in DA Business Meeting Agenda Attachment as an action item:

Background: A feature recently became available in Sierra making it easy to reinstate cancelled holds, preserving the patron's original place in the queue, or adding the patron to the end of the queue.

Issue: Clarification was requested to emphasize that this feature is intended to reinstate holds to their original place in the queue only for holds that have been cancelled in error.

Recommendation: Holds cancelled in error may be reinstated to the original placed date. Holds cleared from the hold shelf shall be reinstated to the end of the queue.

Background: Auto Renewal of items *eligible for renewal* is now available. The number of days prior to the due date at which the item will be auto renewed and the courtesy notice sent out has to be determined.

Issue: Determining the optimal number of days which will best serve all patrons.

Recommendation: The Resource Sharing Committee recommends that auto renewal notices be sent out at 7 am 2 days before the item is due.

Background: Cost-Per-Circ items can be purchased in OverDrive and made available to only the purchasing library's patrons. The purchasing library requested the items be added to the shared catalogue.

Issue: Current practice is that only shared items go into the shared catalogue.

Recommendation: The Resource Sharing Committee agrees that the current policy should not be changed. Only items available to all patrons should be in the shared catalogue.

Background: Currently in the Check Out screen the search button has to be hit and a new window opened to get to the dropdown menu. It would be more efficient to have the dropdown available in the selection menu (as it is in the Search Holds function for example).

Issue: Currently in the Check Out screen the search button has to be hit and a new window opened to get to the dropdown menu. Adding the dropdown to the selection menu would streamline its use.

Recommendation: The Committee recommends a drop down box be added to the left of selection menu in the Check Out function for ease of use.