Resource Sharing Advisory Committee meeting
January 20, 2009
MHLS Auditorium

Attending: Julie Johnson, Amy Raff, Gillian Thorpe, Daniela Pulice, Lisa Karim, Tom Lawrence, Peggy Sisselman, Janet Huen, Julie Dempsey, Laurie Shedrick, Merribeth Advocate, Josh Cohen

Minutes approved by L. Karim, seconded by J. Johnson. Action items were reviewed.

Recommendations for delivery packaging
- Committee will review the 'Delivery Package Recommendations' document and will bring their notes for a revised version to the next meeting *(see Action 4)*. The revised version will be recommended by the committee to be added to the Resource Sharing Standards (DA Action item for April). L. Shedrick will add Delivery section to Resource Sharing Standards document.

Print Template
- Current length of routing slip will be reevaluated in a pilot with Arlington and Adriance this month, in case they could be made shorter.
- There will be a Millennium Customized Notices workshop on March 27.

"Free" **libraries and loan rules**
- Issues discussed: Are libraries losing money? Are individual library practices encouraging patrons to do an 'end run' around the system?
- DA Action item - add to Resource Sharing Standards *(see Action 5)*: Now that the local loan rules of the checkout terminal are in force, committee recommends that libraries should not waive other libraries fines, which includes not using the 'waive fines' button in check in.

Digital Copies
- MHLS bibliographic records will not include digital copies that are bundled with disks.

Renew override
- MHLS has temporarily turned off the renewal override because it allows renewal even when there are outstanding holds. Committee recommends to MHLS that it be left off.

Missing status for items not found
- Issue discussed: Libraries get holds, cannot find the item, but do not change the status to 'missing'.
- DA Action item - add to Resource Sharing Standards *(see Action 6)*: When an item placed on hold cannot be found, the owning library should change the status to 'missing' as quickly as possible.

Refine definitions for acceptable damage
- DA Action item - add to Resource Sharing Standards *(see Action 7)*: Add to Resource Sharing Standards in 6.B the text following in bold and

italics." Do a visual check before check-in. If the item is missing pieces or damaged ***beyond normal wear and tear,*** do NOT check the item in."

Locking cases

- L. Shedrick will put an article in the Bulletin to remind libraries who use locking cases to always unlock the case when sending it out to fill the hold. *(see Action 8)*

Multiple Holds per title

- Libraries placing holds for book discussion groups are reminded to follow the procedure 'Providing books for your discussion group' at **http://midhudson.org/resource/millennium/holds/instructions/Holds_ book_discussion.pdf**

Slowdowns

- Several slowdown problems were discussed: slowness in trapping the hold (regardless of whether a slip is printed), slowness during checkin and checkout, slowness checking in or out a patron with many holds.
- L. Shedrick has spoken to Innovative. They have assigned a consortium specialist and a technical to monitor the problem. She will do an investigation and some tests to see if it could be a traffic problem, an ISP problem or a problem with the software installation on the computers at the library.

Actions

1. DA Action item – add to Schedule for Deletion (database clean-up listing): the status categories of 'missing in transit ', 'bindery' and 'on search'.
2. L. Shedrick will run an in-transit listing for all libraries and send out as an Action Memo. Schedule for Deletion will be included with specific trigger dates. Libraries will be reminded to contact libraries individually, not send a broadcast email.
3. Report to DA: L. Shedrick will run a report for items with off-line status. Committee recommends to MHLS that as of July 1st items they delete any items with the status of 'off-line'.
4. Committee will review the 'Delivery Package Recommendations' document and will bring their notes for a revised version to the next meeting.
5. DA Action item - add to Resource Sharing Standards: Now that the local loan rules of the checkout terminal are in force, committee recommends that libraries should not waive other libraries fines, which includes not using the 'waive fines' button in check in.
6. DA Action item - add to Resource Sharing Standards: When an item placed on hold cannot be found, the owning library should change the status to 'missing' as quickly as possible.
7. DA Action item - add to Resource Sharing Standards in 6.B the text following in bold and italics." Do a visual check before check-in. If the item is missing pieces or damaged ***beyond normal wear and tear,*** do NOT check the item in."

8. L. Shedrick will put an article in the Bulletin to remind libraries who use locking cases to always unlock the case when sending it out to fill a hold.
9. L. Shedrick will change Material type 'Comic Books' to 'Graphic Novels' in 'Search by Material Type' so that it matches the choices in 'Advanced Search'.
10. L. Shedrick will change location codes of Book Club in a Bag to MHLS, rather than the library that donated it.

Merribeth Advocate