MID-HUDSON LIBRARY SYSTEM
Resource Sharing Advisory Committee Meeting

Date: June 27, 2012   **Location:** MHLS Auditorium

Committee members attending:

☒ Sally Alderdice, Karen Garafalo (Columbia)

☒ Daniela Pulice (Dutchess)

☒ Carol Rodriguez (Dutchess)

☐ Bonnie Snyder (Greene)

☒ Jeanne Buck (Putnam)

☐ Julie Dempsey (Ulster)

☐ Kelly Tomaseski (Ulster)

☒ Eric McCarthy (MHLS)

Staff Attending: Karen O'Brien, Merribeth Advocate, Michael Nyerges
Others Attending: Lisa Karim (LaGrange), Tom Lawrence (PPLD)

Action Items:
1. Eric will present the schedule of maintenance to the group at the August meeting for evaluation prior to recommending to the DA in September that these dates be officially adopted into the RS Guidelines document.
2. Eric will place a pop up message into non-circulating items so that at time of check-out clerks will be made aware that an extra step may be needed in the transaction.
3. Eric is working on updating the Resource Sharing page of midhudson.org and is seeking feedback. One suggested place to ask for feedback was the Millennium users group.
4. Eric would fill Julie in on what was missed, including the fact that some members of the committee would be unable to make the Mid-August date and preferred the meeting to be moved up by one week.

Discussion Items:
1. There was much discussion regarding a loan rule for local holds so that libraries without this collection would not experience an inconvenience should an item come across the desk matching that itype. It was decided not to make an across the board loan rule but instead to create one for libraries "on demand".
2. There was brief discussion about the procedure for libraries that would be closed for an extended amount of time. It was decided that the current way of handling this is sufficient.
3. Eric presented the current document for patron data entry to ask for feedback from the group before training begins. A number of suggestions were made, including the importance of the apatid and the need for a "point" person at each library to double check registration cards and forward them to the appropriate library.
4. There was discussion about the Loan Rule Task Force and its necessity to help libraries streamline loan periods, although there was some question about the inability to mandate fines.
5. The following items were tabled until the August meeting: VIP status, not lending dvds for the first 6 months, and raising the threshold for purchase of dvds.

DA New Business:

1) Resource Sharing Standards Wording for Direct Access Plan
- **Background:** The Direct Access Plan states that libraries may restrict borrowing on certain materials types.

- **Issue:** Our resource sharing standards document does not sufficiently address restricted borrowing.

- **Recommendation:** The Committee recommends that the Resource Sharing Standards document be updated to indicate that "special" collections, including e-readers, equipment and museum passes be excluded from the holds system. The committee further recommends that the document include the statement that "Pilot/experimental collections may be made non-holdable for a period of 6 months." This would include material types new to a particular library.

2) Limiting Number of Holds
- **Background:** The number of people placing holds and the amount of items being placed on hold is growing each year, as is cost for delivery, amount of items being lost/damaged, and staff time to process requests.

- **Issue:** As these issues grow, the time for discussion about limitation has arrived.

- **Recommendation:** The Committee would like to recommend that patrons be limited to having 50 holds on their account at one time in the OPAC (staff would have the ability to override in-house).

3) Individual Initials
- **Background:** The DA has already approved a tiered list of logins for member libraries but our biggest threats to the security of our data are shared initials and weak passwords.

- **Issue:** As we move to Sierra, libraries will need to have their security measures in place.

- **Recommendation:** The Committee is recommending that individual passwords be given to each staff person at member libraries.