

MHLS Resource Sharing Advisory Committee meeting-10/16/06

Attending: Laurie Shedrick, Karen O'Brien, Daniela Pulice, Lisa Karim, Candace Begley, Gillian Thorpe, Amy Raff, Julie Kelsall-Dempsey, Josh Cohen, Tom Lawrence, Janet Huen, Nancy Foster, Merribeth Advocate
Not Attending: Julie Johnson

- Minutes from July meeting approved by L. Karim, seconded by D. Pulice
- Action items from July were reviewed.

Old Business

- Millennium Upgrade: L. Shedrick is checking with the other ILL libraries that are going up, all seems well. Committee suggested that we go up with the upgrade the week we come back from Thanksgiving, 11/27. L. Shedrick will provide members with info of what to expect.
- Material Type:
 - List was reviewed. Committee recommended to reorder the list and put the most popular at the top of the list.
 - The entry for Comic Books will be changed to Graphic Novels.
 - Book in a Bag material type will be added.
 - Committee suggested that MHLS 16mm films be added to the catalog, with the status of *Ask Staff*. T. Finnigan will be asked for input.
- I-type: List was reviewed. Committee felt it is current at this point.
- Net Library Bib Records: sample was previewed and accepted by committee. The records will now be added to the catalog.

New Business:

- Updates to Standards and Procedures Document:
 - In Circulation section, add to item 6 (Checking in Items with multiple / damaged parts):
 - A: An item checked in is considered accepted by the library that checks it in, and the library assumes responsibility for the condition.
 - D: The library that is checking in the item over their desk or from the delivery box will call the last patron, regardless of whose patron it is, within 48 hours.
 - In Patron Records section, add to item 3 (Patron Registration):
 - Patron registration: Any person living in an MHLS service area may obtain a card from any member library, providing the library codes the home library and town code correctly, and forwards the registration card to the appropriate library. Staff should not issue patron cards if the Patron Registration information is not fully entered in the database. The library that issues an incomplete card will be responsible for any lost items checked out to the card.

- Missing Components Procedure will be reviewed at next committee meeting.
- Serials Solutions Bibliographic records for database holdings:
 - Records are being added for journals in databases.
- Wording on overdue material:
 - Committee recommended to use C. Donicks suggested wording for overdue notices and bills. ([insert wording here](#))
- Adding Digital Collections:
 - Need standardized ways to bring SENYLRC records from Hudson River Valley Heritage <<http://www.hrvh.org/>> project into MHLS OPAC.
 - Recommended a Task Force to look into this and suggest a procedure. Participants should include PPLD, Woodstock, New Paltz, Millbrook, Marlboro; ask at the next DA meeting for other interested parties and set a meeting date
- Display of browse search: will include the n subfield
 - TV seasons: Issues discussed. May want to go back retrospectively to rebundle these.
- Other: Charges for holds
 - Issues discussed: charge could be put on for holds not picked up, or from bringing in an item from another library