

MHLS Resource Sharing Advisory Committee meeting

April 13, 2006

Attending: Julie Kelsall, Laurie Shedrick, Karen O'Brien, Julie Johnson, Lisa Karim, Gillian Thorpe, Amy Raff, Janet Huen, Josh Cohen, Merribeth Advocate, Nancy Foster, Marion Ryan

Not attending: Susan DiLorenzo, Daniela Pulice, Candace Begley

Minutes from February 16, 2006 meeting; Approved by G. Thorpe, seconded by A. Raff. Actions were reviewed. Marion Ryan was introduced from the Haviland-Heidgerd Historical Collection at Elting / New Paltz.

Old Business

- **SAM:** The first users group will meet to on April 17th discuss issues, tips, overall satisfaction. Will continue to meet at least 2x a year. For product decision making, ballots will be sent to directors that have SAM. Committee recommends that each library using SAM keep documentation of their SAM problems.
- **Policies or procedures for withdrawing Millennium services:**
 - Issues discussed: Need a clear definition when to take action. With resource sharing, actions of libraries are a reflection on other libraries. Setting a standard of service to meet.
 - A sub-committee will start to meet by e-mail to form guidelines: J. Johnson, G. Thorpe, L. Karim. (*See Action 1*)
- **Pickup Location Loan Rules:**
 - Committee recommends no change, as the way it is currently helps libraries keep more control of their own items while still sharing resources, and goes along with the labeling on the item.
 - For future, may need to look again at making loan rules more standardized. Some libraries have loan rules far outside of the average range.

New Business

- **Cleaning up the database:**
 - Issues discussed: Over 60,000 items in the catalog need to be cleaned up: billed (34,528), missing (20,000), discards (10,506), claims returned (1,500), lost & paid (5,768). K. O'Brien has had a lack of response from member about clearing up these records. Committee recommends L. Shedrick send regular reports to all libraries (*See Action 2*), as indicated in the following table:

Database Record Removal Table

Record type / Status	Regularity of Report	Response time for deleting after report	Age of record to be removed
Item / in transit	Quarterly	3 months	1 year 3 months
Item / discard	2 times per year	3 months	1 year 3 months
Item / Billed, Lost and Paid, & Claimed returned	1 per year	3 months	1 year 3 months
Order / canceled	Quarterly	NO RESPONSE	6 months

Order not received*	Quarterly	3 months	6 months
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*Libraries using Millennium Accounting will not have records removed.

- Authority Control: To keep up with authority control is time to arrange this again. Will be less than \$10,000 for the work to be done now, then \$2,400 a year to keep always current.
- **Entering Non-Standard Collections**
 - Issues discussed: Getting primary source historical material into the catalog. If it is a holding in our libraries it belongs in the catalog. Innovative has a product that can pull into catalog Dublin Core info from SENYLRC project.
 - A new material type will be added: Primary Historical Material. (See *Action 3*)
 - Will talk to Innovative to see about making the entry boxes in record template bigger. (See *Action 4*)
- **Time on Holdshelf:** Committee recommendation is to keep it the same as it is.
- **Staff misuse of Millennium:** Add to Resource Sharing Standards: 'Library is responsible for activities of their library staff doing library activities. If there is a problem, contact that library director.' DA will vote on this.
- **Card update-include contact preference:** Committee reviewed current Library Card Registration Form and made recommendations where to fit contact preference info. Will review prototype at next DA meeting, for use beginning July. (See *Action 5*)
- **Circulation of uncorrected proofs & pre-release previews.** Committee discussed the need to inform members about this issue. Add to MHLS Resource Sharing Standards: 'Uncorrected proofs and screening copies cannot be in the catalog because they are not in their release form, are not intended to be distributed to the public, and carry the same ISBN as their trade counterparts.'
- **Labeling parts of multi-part items:** Multi-part items should be labeled with the library name as it increases likelihood of getting parts back. 3 letter code w/ a marker is sufficient.

Other

- **Teleforms:** L. Shedrick will get updated product info and current prices for the next DA meeting. (See *Action 6*)
- **Downloadable Audiobook records:** Issues discussed: 13,000 titles now. Records in catalog help increase circulation of this product, but there are still some technical problems with use. Upcoming presentation by Overdrive. Will investigate Audible.com. (See *Action 7*)
- **Library Elf:** libraryelf.com Talked to Millennium about these features and L. will talk more at IUG. (See *Action 8*)

Next Meeting Date: Thursday, 7/13/2006

Actions

1. A sub-committee will begin to meet by e-mail to form guidelines regarding withdrawing Millennium services.
2. L. Shedrick will send reports as per the Database Record Removal Table above, saying 'here are the issues, here is how to take care of it yourself', including a date when the items will be deleted by MHLS.
3. L. Shedrick will add a new material type: Primary Historical Material
4. L. Shedrick will talk to Innovative to see about making the box bigger.
5. D. Begley will design a new Library Card Registration form.
6. L. Shedrick will get updated product info and current prices for Teleforms for DA meeting.
7. L. Shedrick will investigate Audible for possible library subscriptions.
8. L. Shedrick will get info about Library Elf at IUG meeting.

Report to DA from the April 13, 2006 meeting of the Resource Sharing Advisory Committee

- **SAM:** The first users group has met. For product decision-making, ballots will be sent to directors that have SAM. Committee recommends that each library using SAM keep documentation of their SAM problems.
- **Policies or procedures for withdrawing Millennium services:** With resource sharing, actions of libraries are a reflection on other libraries. A sub-committee will start to meet by e-mail to form guidelines of when to take action.
- **Pickup Location Loan Rules:** Committee recommends no change, as the way it is currently helps libraries keep more control of their own items while still sharing resources, and goes along with the labeling on the item.
- **Cleaning up the database:** Currently over 60,000 items in the catalog need to be cleaned up (billed, missing, discards, claims returned, lost & paid). L. Shedrick will send regular reports to all libraries, as indicated in the following table:

Database Record Removal Table

Record type / Status	Regularity of Report	Response time for deleting after report	Age of record to be removed
Item / in transit	Quarterly	3 months	1 year 3 months
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Order not received*	Quarterly	3 months	6 months

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- **New Material Type:** Primary Historical Material
- **New Library Card Registration Form - includes contact preference:** Prototype for review at DA meeting, for use beginning July.

- **MHLS Resource Sharing Standards Document changes:** Will review updates at DA meeting, for implementation on July 1. Updates at this point for the document at <http://midhudson.org/resource/General/rs2-16-06.htm> are:

Holds

6. **One hold per bib per patron:** Patrons will be allowed to place on one title hold on any bib record.

Data Entry

1. Circulation of multi-part items:

2. Owning library must indicate the number of parts in the item in a **pop-up item** message ~~or with a label by the barcode~~, such as “check for 6 tapes” or “check for 1 book and 1 tape”.

3. Multi-part items should be labeled with the library name as it increases likelihood of getting parts back. 3 letter code w/ a marker is sufficient.

6. **Uncorrected proofs and screening copies:** Uncorrected proofs and screening copies cannot be in the catalog because they are not in their release form, are not intended to be distributed to the public, and carry the same ISBN as their trade counterparts.

Management & Reports

3. **Responsibility:** Library is responsible for activities of their library staff doing library activities. If there is a problem, contact that library director.