

Resource Sharing Advisory Committee meeting
July 20, 2007

Attending: Peggy Sisselman, Janet Huen, Nancy Foster, Karen O'Brien, Daniela Pulica, Lisa Karim, Gillian Thorpe, Julie Kelsall-Dempsey, Amy Raff, Tom Lawrence, Julie Johnson, Merribeth Advocate

Minutes from the May 22, 2007 meeting were approved by D. Pulice, seconded by L. Karim. Action items were reviewed.

E-Commerce Update

- \$649 collected system wide at this point. Most of the fines being paid are under \$10. Pay Pal has raised our rates. Right now the costs are coming from the revenue generated. MHLS is looking at a better way to charge back the transaction fees. Will ask DA: (*see Action 1*)
 - for a flat %
 - to raise circ fee to cover costs
 - for the addition of a .30 transaction fee for charge patrons

Teleforms update

- MHLS staff is babysitting this product, which currently needs to be restarted multiple times daily. Working with Innovative continuously to improve this. Some calls may not be reaching patrons. The other library system using this is having similar problems.

Children's Catalog

- Committee reviewed a draft of the Kid Picks page linked to the Kids Catalog, which is still on target for September launch.

Extreme Patrons

- Problem of patrons who have billed items on their record, but staff override the system-generated block to place holds and continue check-out to them. L. Shedrick will call the offending library discussed. (*see Action 2*)
- Add to Resource Sharing Standards document in 3c: "Staff cannot override a system-generated block to continue checking out items." Also add to board document regarding infractions that can result in black-listing a library. (*see Action 3*)

Web Access Management (WAM) Authentication

- WAM is a table set up in Millennium to say whether home library/patron type is set up to authenticate to databases. To implement this we need to do the patron types over – we have 256 total. Will need to stop J card, but no library has loan rules just associated with J.
- Committee recommends to DA that that each library will have 1 3-letter code per library and there will be one VIP and one Non-Resident. Non-

resident cards can have access to all jointly owned databases, or to no databases – a decision needs to be made. (see Action 4)

Call # standards / SCAT table

- A standardized SCAT table will improve the results that member libraries can get from Web Management Reports and collection analysis. Current SCAT table does not include all items.
- Committee recommends that L.Shedrick create a standard call number table based on what the majority are using in their current records, to be reviewed by the committee at the September meeting. (see Action 5)

Update on Web Management Reports

- A completely new version is coming out, with the same functionality. Training will occur at the fall Millennium Users Group.

SAM upgrade

- August 30th

Transit and Hold slip rollout

- Contingent on notification from Innovative. Will be a library-by-library situation.

Scopes

- CL suggestion to add 2 new scopes (Adult & YA) approved by committee. Will be included in September DA agenda. (see Action 6)

User License

- Committee says MHLS staff can distribute “free” licenses at their discretion (w/o committee input), following the 1 every-3-years rule.

Holds

- Progress has been made on the movement of holds through the 36 hours change & sending out the Holds FAQ for training.

Actions

1. Will ask DA to discuss a better way to charge back the Ecommerce transaction fees:
 - for a flat %
 - to raise circ fee to cover costs
 - for the addition of a .30 transaction fee for charge patrons
2. L.Shedrick will call the offending library with the extreme patron.
3. Add to Resource Sharing Standards document in 3c: “Staff cannot override a system-generated block to continue checking out items.” Also add to board document regarding infractions that can result in black-listing a library.

4. Committee recommends to DA that that each library will have 1 3-letter code per library and there will be one VIP and one Non-Resident. Non-resident cards can have access to all jointly owned databases, or to no databases – a decision needs to be made.
5. L.Shedrick will create a standard call number table based on what the majority are using in their current records, to be reviewed by the committee at the September meeting.
6. CL suggestion to add 2 new scopes (Adult & YA) approved by committee. Will be included in September DA agenda.
7. MHLS staff will bring a packet of policies & procedures documents to each Resource Sharing Advisory Committee meeting for committee member reference.