

Resource Sharing Advisory Committee meeting
May 22, 2007

Attending: Julie Kelsall-Dempsey, Laurie Shedrick, Karen O'Brien (MHLS), Julie Johnson, Daniela Pulice, Lisa Karim, Candace Begley, Josh Cohen, Merribeth Advocate, Tom Lawrence, Janet Huen.

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

Library Administrator's Millennium Check List

- Committee reviewed and approved the draft with a few additions.

Holds

- L. Shedrick will update Holds FAQ and send out to all libraries, as a reminder of things to do to avoid problems.
- Issue discussed: How to reduce the number of holds not being printed or filled. Committee recommends to DA to move holds at 36 hours, rather than 24.
- Issue discussed: items that have an 'In Transit' status for a long time. Committee recommends to DA to create a new status 'Missing in Transit' that member library staff would be put on manually after an item was still in transit for 2 weeks.

Server Upgrade

- Downtime has been scheduled from the evening of 6/5 through 6/6. Info was sent to all libraries on 5/8 regarding specifics and preparation suggestions, and was in the 5/22 Bulletin.

Children's Catalog

- Expected to be up in September.

Deleting Old Holds

- Issue discussed: Holds that have been in the catalog for years and are not being cleaned up by library staff.
 - Committee recommends to DA to turn on a global setting that will limit all holds to 2 years. After that they will become an expired hold.
 - This global setting will only affect holds placed after the date implemented. Committee recommends that MHLS clean up of any holds over 2 years, with libraries receiving a months notice.

Guidelines for adding loan rules

- Issue discussed: There are nearly 250 loan rules currently – this number grows quickly because each time a new material type is added many new loan rules also have to be added to the Loan Table. Also, libraries request

to have new loan rules added to the Loan Table – they do not realize that this is very arduous for MHLS staff end. Committee recommended: Libraries asking for new loan rules will be encouraged to use existing loan rules. If that is not acceptable, the request will be brought to the Resource Sharing committee for approval.

- Issue discussed: As a cooperative, our resource sharing parameters need to be further aligned, rather than increasingly diverse. Committee will ask at the DA for volunteers from each county on a committee to analyze the existing loan rules and make recommendations.

Resource Sharing Standards

- Issue discussed: many libraries are not following new procedures designed to solve problems and enhance resource sharing capabilities. May be due to the lag time of the bi-annual update of the Resource Sharing Standards. Committee recommends that the Resource Sharing Standards document be updated quarterly, rather than 2x's a year to insure best performance.

AV casing in poor condition

- Issue discussed: receiving library may think AV case damage is from the last patron, when it is actually the typical condition of the case of that item. Committee recommends that owning library should acknowledge normal wear and tear in the Message field in the item record.

e-commerce

- Committee reviewed and approved draft appearance of the 'Pay Online' button. Marketing & Program Advisory Committee will design a roll-out and bookmark on this new feature.

New option for Graphical Capabilities of Receipt Printers

- Issue discussed: We are no longer looking for new software drivers for a global upgrade to the receipt printers due to a new opportunity from Millennium for print options. Each library will be able to create a 'label' (like in Microsoft Word) with freeware. Every part is customizable: size, font and the data fields that are included. (Note: Transit slips will be standardized for driver recognition.) Coming globally in December, committee recommends we become a test site for this to get it as soon as possible. It is based on log-in, so using it is a per library decision.

IUG

- Web Management Reports will have an improved appearance in Dec 2007 when they roll-out the 'new skins'.

New Innovative modules for consideration

- Encore: Committee reviewed this new interface for the OPAC.

Actions

1. L.Shedrick will update and distribute the Library Administrator's Millennium Check List.
2. MHLS staff will continue work on Kid's Catalog.
3. At DA meeting will discuss:
 - Moving holds at 36 hours, rather than 24
 - Creating a "Missing In Transit" status
 - Global setting to expire holds after 2 years
 - MHLS cleaning up holds older than 2 years
 - Forming a committee with county representation to analyze loan rules
 - Updating the Resource Sharing Standards quarterly, rather than bi-annually
 - Becoming a test site for new option for graphical capabilities of receipt printers
4. Marketing & Program Advisory Committee will design roll-out and bookmark for 'Pay Online'.