

MHLS Resource Sharing Advisory Committee meeting
January 23, 2008
MHLS Auditorium

Attending: Daniela Pulice, Amy Raff, Julie Dempsey, Julie Johnson, Janet Huen, Kit Kassel, Peggy Sisselman, Karen O'Brien, Bonnie Snyder, Tom Lawrence, Laurie Shedrick, Josh Cohen, Merribeth Advocate.

J. Kelsall will be 2008 committee chair.

Minutes from 11/20/2007 were approved by J. Johnson, seconded by D. Pulice. Action items were reviewed.

Items in processing:

- L. Shedrick will send out lists of items 'in processing' for each library (see *Action 1*). March 1st was recommended as the start of the 'in processing' purge so libraries can clean up their outstanding items.

Teleforms update:

- Some improvement as MHLS is checking for aberrations regularly and has made some set-up changes. Remaining problems are being monitored by III on a daily basis.
- Additional libraries are interested in joining Teleforms.

WAM Authentication:

- Marketing & program Advisory Committee will show new design of WAM page at DA meeting. County pages, if desired, will be available after DA meeting. Recommended to set browsers to clear all cookies upon closing down. Working on best filtering for the statistics.

ILL Resource Sharing Standards:

- Recommendation for change in the ILL section of the Resource Sharing Standards was presented to the committee. This will be an Action item on the February DA agenda, and the proposed change will be included in the February DA packet (see *Action 2*).

Managing book clubs on the holdshelf:

- A library with a book club is extending the due date on the items of other libraries, in order to fill the needs of their book club. Extended time can only be granted through a call to the owning libraries. L. Shedrick will call the offending library and remind them of the policy/procedure (see *Action 3*).

Kinderhook-township/village issues:

- It is important for data collection that the town code and home library field in the patron record be used correctly. In many cases the following items will be the same:
 - Town Code = where their physical address lies.
 - Home Library = who you are chartered to serve.

Main OPAC redesign:

- Each county group, prior to the March Marketing & Program Advisory Committee meeting, should review and recommend to the M&P committee OPAC changes to be considered in the redesign. That committee is the design committee for the OPAC. The input for the Resource Sharing Advisory Committee focuses on the aspects of adding or taking away functionality.
- Committee recommends L. Shedrick rename materials type of 'CD ROM/SOFTWARE' to 'SOFTWARE' (*see Action 4*).
- Committee suggested adding text that tells why your hold may have not been successful (*see Action 5*).

Scopes-options to review and recommend

- This is to take more than one material type and tie it together to increase functionality for the patron. List of potential scope options was compiled by the committee to show at the February DA meeting (*see Action 6*):
 - All film (video cassette, DVD...)
 - Adult
 - Juvenile
 - All print (books, LP, graphic novels, periodicals)
 - Adult
 - YA
 - Juvenile
 - All audio books
 - Adult
 - YA
 - Juvenile (include kits)
 - All audio music
 - Magazine/Newspapers (periodicals, electronic journals)
 - All YA
 - All adult
 - All game items (CD ROM/software, Mixed media, Toy)
 - Non-print?
- Suggesting to add to front of catalog: Audio | Film | Print

New template for patron records

- Committee recommends the template for patron records remain as it is to prevent error.

Putnam County Loan Rules

- Would like to add 5 loan rules, each which are for more than one library, but they have not yet been proposed. Will be considered when received.

Filling/Canceling holds for problem patrons

- Some libraries are canceling holds for patrons from other libraries that they perceive as problems. Libraries cannot cancel holds for patrons that are not picking up at their location. Add to the Resource Sharing Document (Item 8 in Circulation): override/change due date/ place holds (see *Action 7*).

Modules and options to recommend to DA

- Committee received a list of potential modules. L. Shedrick asked for committee to rate the list of modules from 1 = best –5 = worst and return the listing to her (see *Action 8*).

ACTIONS:

1. L. Shedrick will send out lists of items 'in processing' for each library.
2. Recommendation for change in the ILL section of the Resource Sharing Standards will be included in the February DA packet and added to the meeting agenda as an Action item.
3. L. Shedrick will call the offending bookclub/holdshelf library and remind them of the policy/procedure
4. L. Shedrick will rename materials type of 'CD ROM/SOFTWARE' to 'SOFTWARE'
5. L. Shedrick will investigate if it is possible to add text that tells why your hold may have not been successful.
6. The list of potential scopes will be discussed at the February DA meeting.
7. Libraries cannot cancel holds for patrons that are not picking up at their location. Add to the Resource Sharing Document (Item 8 in Circulation): override/change due date/ place holds
8. Committee members will rate the list of Millennium modules from 1 = best to 5 = worst and return it to L. Shedrick.

Next meeting is 3/24.