

SHARE Circulation & Resource Sharing Committee Meeting

Thursday, August 16, 2018 at 10:00 a.m.

Illinois Heartland Library System

6725 Goshen Road, Edwardsville, IL 62025

(618) 656-3216

via Zoom at <https://zoom.us/j/669733701>

Minutes

Committee Members:

Janet Cler

Mary Cordes

Esther Curry

Maria Dent

Robert Edwards, Vice Chair

Susan McKinney

Jennifer Slack

Paula Tretter

Sandy West

Diane Yeoman

Sarah Isaacs

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:01 a.m. by Esther Curry.

In attendance: Janet Cler, Mary Cordes, Esther Curry, Maria Dent, Robert Edwards, Sarah Isaacs, Susan McKinney, Sandy West, and Diane Yeoman. Paula Tretter arrived after roll call.

Absent: Jennifer Slack

Also in attendance: Joan Bauer, Traci Edwards, and Don Pippin.

Approval of Minutes from the June 14, 2018 Meeting: minutes were approved with a motion made by Susan McKinney and seconded by Sandy West. Motion passed.

SHARE Update: Joan announced that there are four new members to the SHARE Executive Council, James Bosomworth (2-year term), Britni Hogg (2-year term), Jared Lofrano (1-year vacancy), Gloria Hendrickson (2-year term). SHARE Semi-Annual meeting will be September 27, 2018. Three libraries went live in July- Wayne City, Girard, and Nokomis.

Old Business:

- **Chair Selection:** Sandy nominated Esther Curry. Nomination was seconded by Janet. Nominations were closed. Esther was elected as the chair and assumed the role.
- **Member Library Questions:**
 - Review member comments—Draft of Patron Registration Exceptions (Policy): Discussion concerning the draft and comments was had. Staff was asked to check if a renter and owner can both have cards. Question was asked if a teacher can have a

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teacher card and a personal card for the library, and it was explained that that would require a cooperative agreement with the school and the public library. Susan McKinney made a motion to add another exception: Library staff members who live in one library service area and work at another library may have both a personal card and a professional card. Motion was seconded by Mary. Motion passed.

- Review member comments—Draft of Purging Lost Item Records (Procedure): After much discussion on the comments, motion was made by Susan, seconded by Diane and approved to have the procedure read as:

Purging Lost Item Records

To maintain the cleanliness and consistency of the SHARE database, member libraries are responsible for purging lost item records on a regular basis. Items that have not been cleared after several years are often the last item on a bibliographic record, and can cause frustration when searching. Any items in lost status after three (3) years will be deleted by SHARE staff. SHARE will send a report of items scheduled for deletion, for the member library to review and resolve. If the lost items are still in lost status 90 days after notification, SHARE staff will purge the item records.

- Review member comments—Draft of Conflict Resolution (Policy) and Draft of Compliance Agreement: after discussion, motion was made by Sarah and seconded by Susan and approved to have the policy be as follows:

Conflict Resolution for SHARE Circulation Violations

Disputes between member libraries that cannot be resolved or continuous violations of SHARE Circulation Policies or Procedures by a member library should be reported to the SHARE Director or their representative via the Interlibrary Loan (ILL) Violation Report Form. The SHARE staff will review the circumstances of each violation, and reach out to member libraries' **directors** for resolution. They may also provide training and assistance, or suggest other ways to resolve conflicts to meet patron needs. The SHARE Director or his or her representative has the right to review member libraries' accounts for compliance with SHARE Circulation Policies and Procedures. Failure to follow these policies may result in loss of permissions for staff in Polaris, as well as financial responsibility for unreturned materials. In the event of continued violations, the SHARE Director may take further action, up to and including required remedial training for member library staff, submitting bills for unreturned items, sending a warning letter to the Director and to the appropriate Board Representatives, Superintendent, Agency, or Corporation administrator, and suspending interlibrary loan privileges to the member library in the most serious of circumstances. Interlibrary loan permissions will be restored only when it is determined by the SHARE Director or his or her representative that the member library will remain in compliance. The

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member library may do so by signing a formal compliance agreement to follow all SHARE Circulation Policies and Procedures in the future.

- Review—Draft of revised Managing Overdue and Lost Items (Procedure)
- **DVD Loan Periods Update:** Traci reported that from her list of 24 libraries with short loan period for DVDs, 11 libraries changed their settings, 5 are to call back, 4 said no, and 4 have not be able to be reached.
- **Committee Terms:** After governance review, there are no limits to committee participation. The only term limit is for Chair, with a two-year term, with two consecutive term limits.
- **Other:** none

New Business:

- **SHARE Semi-Annual Meeting – September 27, 2018,** after the IHLS Member Day
- **Other:** none

Public Comment: none

Announcements: none

Next Meeting: Thursday, October 11, 2018 at 10:00 a.m.

Adjournment: Susan made motion to adjourn at 11:14 a.m., motion seconded by Sandy. Meeting adjourned.

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