

## SHARE Circulation and Resource Sharing Committee Meeting

Thursday, October 11, 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

**Call Meeting to Order and Roll Call:** The meeting was called to order at 10:05 a.m. by Esther Curry, Chair.

In attendance: Mary Cordes, Esther Curry, Maria Dent, Sarah Isaacs, Susan McKinney, and Sandy West. Robert Edwards joined the meeting at 11:23 a.m.

Absent: Janet Cler, Jennifer Slack, Paula Tretter, and Diane Yeoman.

Also in attendance: Cassandra Thompson and Joan Bauer.

**Approval of Minutes from the August 16, 2018 Meeting:** The minutes were approved with a motion made by Sandy West and seconded by Sarah Isaacs. Motion passed.

**SHARE Update:** Cassandra Thompson explained that Sue Pearson is in the process of cleaning up the ILL patron accounts for non-SHARE libraries. Cassandra's focus in the next few months will be on increased resource sharing opportunities, training, and requesting member input. She also announced some upcoming staffing changes.

#### Old Business:

- **SHARE Semi-Annual Meeting**—Esther reminded the group that voting will be next week for policy and procedure changes. Cassandra asked committee to participate in contacting libraries that have not voted. She also discussed ideas to increase voting in the future.
- **Other**—None.

#### New Business:

- **Loan Pickup at Alternative Location**—Esther explained that this was a topic recently on the listserv. Cassandra contacted Pat Burg and Gwen Harrison at the Illinois State Library. The concern was what library would be considered the “borrowing library” in the event an item was damaged or lost. It was determined that patrons picking up items at an alternative location would fall under reciprocal borrowing, and not interlibrary loan, or the ILLINET ILL Loan Code. IHLS policy states that the library that issues the card will be ultimately responsible for any lost

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or damaged items, even if the patron picks up the item at an alternative location. Reciprocal borrowing is actually a condition of IHLS membership. Susan McKinney stated the benefit of the consortium was to make borrowing items more convenient for members. Esther wanted to make sure member libraries understood that the pickup library was not necessarily the borrowing library, and they would not be responsible for another library's patron. Susan suggested clarifying the policy, and Esther suggested putting it in the newsletter. Joan Bauer wanted to make sure that any clarification included an explanation that library cards cannot be used across types, so school library cards cannot be used at public libraries, for example, without some type of inter-governmental agreement in place. Sarah Isaacs also clarified that this is generally a public library issue. She said that specials generally do not want ILLs sent to them for reciprocal borrowing, and Joan Bauer will discuss that with her more in-depth to determine a solution. Cassandra will send a clarification in the November newsletter, and try to link the IHLS policy on reciprocal borrowing to the relevant SHARE section of the website.

- **Holdable Status for On Order Items**—Esther explained that the Bibliographic & Cataloging Standards Committee was revisiting their current policy requiring “On Order” items to be holdable. She explained that it creates additional work cataloging to change the status when they come in. Using templates it is either all or nothing. She also explained that patrons get frustrated when they have been placed on a holds queue, but nothing is coming in, due to a new item, local only restriction. She would prefer libraries have the option of making “On Order” items available for local holds only. Susan stated that she would rather not have them waiting for “On Order” items. If she knows that there is an issue, then she can request through OCLC or order. Cassandra suggested it might cause problems if the majority of libraries then choose to change, because then it will be very difficult to place holds for “On Order” items. Susan asked if the library removes the option for placing holds, shouldn't their patrons not be able to place holds on “On Order” items from other libraries, in order to be fair? Joan confirmed that the system is unable to place that restriction. Mary Cordes suggested that the holds on “On Order” items can actually be very helpful in making purchasing decisions, and Sarah agreed. If patrons are unable to place holds on “On Order” items, then staff may never know what their patrons are looking for. Esther again stated that it causes a great deal of additional work for cataloging. Susan said that she tended to agree, and why allow a hold placement if you cannot get the item until after the new item restriction is lifted. Joan stated that she also agreed and did not think it should be mandatory. It was further clarified that the holds can still be placed via the staff client, after the restriction has passed and the item becomes available, but will alert that there is a restriction. Esther asked the committee to make a recommendation. Susan McKinney made a motion to recommend that the Bibliographic and Cataloging Standards Committee change their current policy so that individual libraries can set “On Order” item records as local hold only from the initial item creation. Sandy West seconded the motion. Esther Curry abstained. Mary, Maria, Sarah, Susan, and Sandy voted yes, no noes, and the motion passed.

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- **Other: Hold Limits**—Esther asked if the committee should revisit the amount of holds that patrons can place. She stated that she is getting requests for amounts above her local hold limit, and staff have to manually deny holds. Cassandra clarified with Joan that there is not currently a way to limit by library collection. It is only by library patron, so you cannot limit fulfillment in the system. Cassandra suggested setting standardized limits for the SHARE group, where Esther may have to increase her hold limits and other libraries may have to implement limits. The group felt it would be unlikely, since libraries would like to retain autonomy. Robert Edwards stated via chat that he disagreed with system authority for holds.

**Public Comment:** None.

**Announcements:** None.

**Next meeting:** Thursday, December 13, 2018 at 10:00 a.m.

**Adjournment:** Susan McKinney made a motion to adjourn. Sarah Isaacs seconded the motion. The motion passed and the meeting adjourned at 11:30 a.m.

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