

SHARE Circulation and Resource Sharing Committee Meeting

Thursday, December 13, 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 10:08 a.m. by Susan McKinney. In attendance: Janet Cler, Robert Edwards, Sarah Isaacs, Susan McKinney, Jennifer Slack, Paula Tretter, Sandy West, and Diane Yeoman.

Absent: Mary Cordes, Esther Curry, and Maria Dent.

Also in attendance: IHLS staff, Cassandra Thompson, Joan Bauer, Sue Pearson, and Shelley Stone; Carlinville Public Library, Janet Howard; Chatham Area Public Library, Amy Byers and Laura Mitkos; Rochester Public Library, Jacob Pahde; and Sallie Logan Public Library, Christine Caldaro.

Approval of Minutes from the October 13, 2018 Meeting: The minutes were approved with a motion made by Sandy West and seconded by Sarah Isaacs. Motion passed.

SHARE Update: Cassandra Thompson reminded the group about an upcoming Book Club and Kit resource sharing meeting in January. She also stated cataloging positions are open, and an additional circulation specialist position will be open after the new year. The cleanup project for long lost items will also begin in January.

Old Business:

- **Results of Member Vote**—All of the proposed circulation changes passed in the October vote.
- **Holdable Status for On Order Items**—The Bib Services committee agreed that this should be changed. The new process will be posted for member comment in January, and will be considered best practice until the next member vote.
- **Hold Limits (and Other Standardized Limits)**—Cassandra suggested developing recommended guidelines for circulation standards. Many libraries value autonomy, so it will be on an opt-in basis. Susan McKinney reminded the group that it has been tried many times, including with Lincoln Trails. Robert Edwards stated Decatur Public Library would be very resistant. Janet Cler stated that common loan periods would be different than limit policies. She agrees that a recommended common loan document would be helpful. Cassandra will draft a working document for review.

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- **Other**

New Business:

- **Linking Accounts**—A member expressed concern allowing exceptions to the one person, one card public library rule. She asked that we consider making the linking cards feature mandatory. Susan and Janet both disagreed. Susan stated that it would require a policy change at her library. Later in the meeting, Susan asked if we could send a survey to members to gauge interest. Cassandra will send it as part of the January SHARE newsletter.
- **Changes to Existing Policies and Procedures (minor changes)**—The Bib Standards Committee determined that minor changes to existing policies and procedures can be changed by committee without going to member vote. Cassandra asked if the Circulation Committee should consider a similar process. She reiterated that it would be minor changes only. The committee agreed to review a policy.
- **Adding Broad Terms to the Genre Field (Fiction, Novel, Juvenile Fiction, etc.)**—The Bib Standards Committee also considered whether broad terms to the genre field should be allowed, and if they are allowed, if they should be standardized. They requested Circ Committee’s input of whether this should change. The Circulation committee questioned the need for the redundancy and discussed the ways that patrons searched. In many examples, fiction is already listed as part of the subject or in the fixed fields. Another alternative example was graphic novels, where the subject is the only way to search for that item type, so it should be included. Joan Bauer was concerned about the change from MARC to BibFrame that will remove the fixed fields. One suggestion was to hold off on making a decision until the change removing fixed fields and the implications of that change have finalized. Jacob Pahde stated that once they make a recommendation, it will need to be consistent for all records and all catalogers. The Circulation Committee did not make a formal recommendation, asking instead for Bib Standards to make a final determination based on today’s discussion, Joan’s comments, and their overall expertise. Jacob will take these comments to the Bib Standards Committee for further review.
- **Book Club Resource Sharing**—Cassandra explained more about how a book club and kit resource sharing program might look. She is going to members to help form a committee and develop procedures. She would also like to work with other libraries that already have or are developing kits.
- **Auto Renewals**—A member has asked the committee to revisit the potential to auto renew items. This would be a convenience from a customer and staff perspective. Likely, it would also increase circulation. Cassandra asked if she should poll members in the next newsletter. Robert and Sarah think it could be beneficial. Susan agreed to the poll; although, she disagrees with the idea. Susan stated that she dislikes it because some customers will not return books until they

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receive an overdue notice, which means they may keep items or not know something is lost for up to 9 weeks. Jennifer Slack thought it would benefit students who can't always make it into the library from class when their book is due, which would eliminate overdue notices although they would need to navigate the hold issues. Joan outlined the drawbacks. There are sometimes exceptions to the auto renewal if the patron's account has blocks or if another patron has requested the item. There are also no notices to inform patrons about the auto-renewal, except for the almost due reminder. It was determined that it would be too confusing if some libraries use the function, but some do not. Cassandra will poll membership, and she will outline both the advantages, as well as disadvantages. This may be a function that can be used by one type of library (specials for example) and not others. If there is interest based on the poll, we can send it to membership for a full vote or a vote by type.

- **Other**—Robert asked the group about policies when a patron's legal name does not match their preferred name or gender identity. One recommendation was to treat it like a nickname with the preferred name in quotations in the middle initial field. He stated that it was an opportunity for further training for the Decatur PL staff.

Public Comment: None.

Announcements: None.

Next meeting: Thursday, February 14, 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 11:32 a.m.

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