

## SHARE Circulation and Resource Sharing Committee Meeting

Thursday, February 14, 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 10:01 a.m. by Susan McKinney. In attendance: Janet Cler, Mary Cordes, Maria Dent, Susan McKinney, Sandy West, and Diane Yeoman. Robert Edwards arrived after roll call.

Absent: Esther Curry, Sarah Isaacs, Jennifer Slack, and Paula Tretter.

Also in attendance: IHLS staff, Cassandra Thompson, Joan Bauer, Sue Pearson, and Shelley Stone; and Rochester Public Library, Jacob Pahde.

**Approval of Minutes from the December 13, 2018 Meeting:** There was a minor correction to a typo. Corrected minutes were approved with a motion made by Sandy West and seconded by Mary Cordes. Motion passed.

**SHARE Update:** Cassandra Thompson notified the group about the upcoming Polaris upgrade. Annual agreements will be sent in March. The open Circ Specialist position is open and should be filled by March.

#### Old Business:

- **Poll Results**—Cassandra stated that there were not results because the poll did not go out to members accidentally. The group will revisit the topic at the next meeting.
- **Changes to Existing Policies and Procedures**—Cassandra will review with the Finance and Policy Committee to make changes to the current policy for all SHARE committees.
- **Book Club Resource Sharing**—The book club and resource sharing kit group has formed and met. In addition, a new software, KitKeeper, has been purchased for a very minimal fee. The group will meet again in March and review the software.
- **Other**—None.

#### New Business:

- **Bib Standards Input Requested**—Jacob Pahde, Bib Standards Chair, asked the committee for input regarding the use of \$q in the 020 field for books, how to add hard cover or soft cover.

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One suggestion was to send a survey to members. He will take comments back to the Bib Standards Committee for a final review.

- **Damaged Items Procedure**—Cassandra asked the group to consider minor changes to the existing policy, based on feedback from a member library. Cassandra will reach out to affected library to determine if the problem is centralized to a group of libraries. The issue may be resolved by increased training.
- **Old ILL Fines Procedure**—Cassandra asked the group to consider a removal process for ILL Fines. Two issues were identified. The first is that the database needs to be maintained. The second is that affiliate libraries still need to follow SHARE policies and procedures. SHARE staff will send a report to libraries to resolve issues with affiliates, if necessary.
- **Long Missing Items Procedure**—Cassandra asked the group to consider a policy for missing items similar to the long lost items procedure. Right now, there are 55K items in this status. Cassandra will send instructions for the process to review damaged items in the newsletter, and bring a policy for review at the next meeting.
- **External Library Markings**—A member asked the group to consider a policy or procedure for processing books that will have library identification on the outside or right inside a book to help identify incoming ILLs versus donations. This is another training issue that can be addressed with individual libraries as needed. This can be another newsletter reminder as well.
- **Other**—None.

**Public Comment:** None.

**Announcements:** The annual Electronic Content Consortium meeting is on March 7 at 2:00 p.m.

**Next meeting:** Thursday, April 11, 2019 at 10:00 a.m.

**Adjournment:** Diane Yeoman made a motion to adjourn. Sandy West seconded the motion. The motion passed and the meeting adjourned at 11:39 a.m.

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