



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY



Illinois Heartland Library System

SHARE Circulation and Resource Sharing Committee Meeting

Wednesday, March 4, 2020 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 Esther Curry.

In Attendance: Esther Curry, Chair, Robert Edwards, Vice Chair, Janet Cler, Mary Cordes, Maria Dent, Sarah Isaacs, Susan McKinney, Jennifer Slack, Paula Tretter, Sandy West, and Diane Yeoman.

Absent: None

Also In Attendance: Amanda Endicott, Edwardsville Public Library

IHLS Staff: Cassandra Thompson, Sue Pearson, Dena Porter, and Shelley Stone.

Approval of Minutes from the October 10, 2019 Meeting: Susan McKinney made a motion to approve the minutes and was seconded by Diane Yeoman. Motion carried.

SHARE Update: The group welcomed the new SHARE Administrative Services Supervisor, Dena Porter.

Old Business:

- **Multitype Borrowing:** At the last meeting, the committee discussed a situation where special library patrons were using self-check machines at surrounding public libraries. When the member library was contacted, they requested the policy showing that multitype borrowing was not allowed, in order to provide the information to their patrons.

The state defines reciprocal borrowing between public libraries, so SHARE has not drafted a specific policy regarding multi-type borrowing. The committee discussed that patron training was important. While the state code has defined what reciprocal borrowing *is*, it does not say what it *is not*. The definition is complex to find and it does not explicitly state that differing types cannot cross borrow. A SHARE policy would alleviate those challenges. Cassandra Thompson will correct the wording based on today's discussion, add links to the relevant statute, and send a revised draft to the next meeting.

- **Other:** Esther Curry asked to send a reminder in the newsletter about hold limits, where items may be denied, because a lending library limit is reached. One suggestion was patron training to make holds inactive, rather than having them all come through at one time.

New Business:

- **StackMaps Integration:** The Decatur Public Library has requested an addition to the PAC called StackMaps. StackMaps is a widget that the patron can select to find out where the item is located

in the library. The committee reviewed the product and saw an example of what a patron search would look like. Libraries who do not have the StackMap service will not be affected. Susan McKinney made a motion to allow Decatur Public Library and StackMaps to change the PAC. Sarah Issacs seconded. All voted yes and the motion was approved. If any other libraries choose to work with StackMaps, Robert Edwards offered to help them walk through the process of integration.

- **Multi-set Items/One Barcode:** A member contacted the committee regarding multi-set items with multiple cases, but only one barcode. This is relevant under the existing Bibliographic and Cataloging Standards Committee policy “Attaching to set vs individual records for multipart audiovisual material.” The purpose is for member libraries to catalog materials like they want them to circulate. The question has been discussed and resolved in that committee. No further action is required.
- **Member Suggestion-Standard ILL Loan Periods:** A member asked about the challenges to differing lending library policies and the confusion that can sometimes occur. He suggested using a similar solution that CARLI had adopted, where lending libraries will keep existing loan periods, but the consortium will determine a standardized ILL period. The committee discussed this in conjunction with a pending project to develop “best practices” for SHARE lending. The committee determined that the lending best practices document will be the best option, and SHARE will develop a workgroup to create this document. Among this committee, workgroup members will include Sarah Isaacs, Susan McKinney, and Esther Curry. SHARE will recruit additional workgroup members, representative of our libraries’ sizes and types.
- **Other:**
 - *Affiliates Question*—A Member asked the policy regarding SHARE overriding due dates to send affiliates a three-week checkout. This has always been the procedure to complete an interlibrary loan via SHARE. This is because the checkout will begin when the IHLS hub receives the item, not when it is received by the patron. One suggestion was to have individual libraries treat them the same as an OCLC ILL request, with due dates based on their individual policies. Unfortunately, that is not possible, since they will show up on the request manager hold report the same as any other patron request. The library will not know it is an ILL for an affiliate. While this has always been the procedure, there is not an official policy. The committee will review again at the next meeting.
 - *Committee Expectations*—The SHARE Executive Council has asked that all SHARE committees develop guidelines for participation and attendance. The committee will discuss at the next meeting.

Public Comment: None.

Announcements: Chris Dawdy has officially retired from IHLS. We all wish her the very best.

Next meeting: Thursday, April 9, 2020 at 10:00 a.m.

Adjournment: Esther Curry made a motion to adjourn and Sandy West seconded the motion. The meeting adjourned at 11:11 a.m.