



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY



SHARE Circulation and Resource Sharing Committee Meeting

Thursday, Aug. 11, 2022, at 10:00 a.m.

Illinois Heartland Library System

via [Zoom](#)

<https://illinoisheartland.zoom.us/j/669733701?pwd=cGhLZWtNc3hmdVJ3VVppeEdJWHVudz09>

By Phone Only: 312.626.6799

Meeting ID: 669 733 701 | Passcode: 632183

Minutes

Call Meeting to Order and Roll Call: The meeting was called to order at 10:08 a.m. by Esther Curry. *In Attendance—Theresa Beck, Janet Cler, Esther Curry, Sarah Isaacs, April Jensen, Susan McKinney, Jennifer Slack at 10:17 a.m., Sandy West, and Diane Yeoman.*

Absent—Mary Cordes and Paula Tretter.

Other Attendees—Gwen Bumpers, Edwardsville Public Library, Laura Picato, O'Fallon Public Library, Tammy Caputo, Mahomet Public Library District.

IHLS Staff—Danielle Beasley, Jace Cook, Donald Pippin, Shirley Paden, Dena Porter, and Cassandra Thompson.

Approval of Minutes from the June 9, 2022, Meeting: Susan McKinney motioned to approve the minutes and was seconded by Esther Curry. April Jensen was not present for the vote, and Janet Cler abstained. With the remainder yes votes, **majority approved by roll call vote and the motion passed.**

SHARE Update

- SHARE has been working with cloudLibrary on Biblio+ through Bibliotheca. The service can be offered as a separate product from cloudLibrary and a representative from Bibliotheca is available to offer a one-on-one demonstration for those interested. An email will be sent to committee members to provide contact information for our representative.
- SHARE Mobile Library app custom templates are up and running.
- The Solus self-service feature is now active for checkout at libraries that enrolled.
- The McNaughton Book Leasing Program has been launched, and SHARE is tracking circulation to provide data for return on investment. There were minor processing issues with the received books, but those issues are now resolved.
- Routing tables are being evaluated for optimization of the Delivery On the Go service to increase efficiency.
- The cloudLibrary app is still recommended for patrons to access online items rather than the SHARE Mobile Library app, though you can use the app to access online resources. Discussion was tabled as it is more applicable to the SHARE E-Resources Committee.
- Susan Palmer, Operations Director for IHLS, has retired as of last month and the position is still open.

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- SHARE is welcoming a practicum student that will look at current circulation policies and procedures to evaluate if they are up to date or need changing. Once the student goes through said policies, they will be brought back to the committee for review.
- The SHARE affiliate program proposal for expansion will be going to the Finance and Policy Committee first, then will be brought back to Circulation and Resource Sharing Committee for comment.

Old Business:

- **Fine-Free Libraries – Accepting or Waiving Fines:** A survey has been put out to SHARE members to evaluate the current policy for accepting or waiving fines. To further clarify, it was explained that some libraries that are fine-free have been questioning if they can waive fees from another location, if they should remit payment to the patron's home library, or if they should accept and keep the fee. Discussion ensued. Once data from the survey has been collected, the committee can evaluate the best course of action.
- **Other:** There are a number of material types in the database that only have a few items. Discussion on whether or not these less common material types could be reduced and merged with other material types will be brought to the SHARE Bibliographic and Cataloging Standards Committee and then brought back to the SHARE Circulation and Resource Sharing Committee.

New Business:

- **Renewal Settings – Laura Picato, O'Fallon Public Library:** Cassandra Thompson introduced the issue by letting the committee know that when the pandemic first began, the hold settings in Polaris were switched to allow patrons to renew checked out books with active holds as long as there were other copies of the item available within the SHARE system. Prior practice held that if a book had any holds at all in the system, the patron could not renew the book even if there were other available copies. With the current holds practice, Laura Picato is seeing that item-level holds are being overridden by renewals because there are available copies of the same item linked to the bibliographic record. O'Fallon Public Library has experienced patron issues as a result. Discussion ensued. Dena Porter and Cassandra Thompson will test the system to see if there are workarounds and will report back to the committee at the next meeting.
- **International DVDs – SHARE Bibliographic & Cataloging Standards Committee:** A member communicated that there are issues with a patron attempting to play either a Blu-ray DVD or an international DVD in a standard DVD player. This is problematic when studios only release a title in Blu-ray format, like *Nomadland*. In terms of cataloging, the record states in the 340 field the DVD is in the PAL format to alert patrons to the potential issue of their DVD player not being compatible. Discussion ensued on whether or not such DVDs should be in circulation if the majority of patrons cannot utilize the items. The committee does not recommend any changes to collection of international DVDs but will communicate to member libraries that international DVDs ought to be clearly marked on the case of the item and in the bibliographic record to warn patrons there may be compatibility issues with their DVD players. Staff are also encouraged to explain to patrons at checkout that there may be compatibility issues.

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- **Juvenile Cards Reset – MEPL:** Cassandra Thompson brought up the issue of whether or not there should be a reset period for juvenile library cards in regard to fines and fees when a juvenile becomes an adult. Esther Curry stated that her library allows minors to start adult library cards with a “clean slate” that waives accrued fees when the child ages out of their juvenile card. Other members of the committee raised questions about contacting the patron’s former library in regard to settling prior accounts to prevent duplicate records in Polaris for the same patron and to institute accountability for lost or damaged items. Discussion ensued. Dena Porter made everyone aware that she can compile a report containing patron names with their active fines that can be filtered by date and patron code. This report will help libraries to remove inactive patrons, thus reducing the number of duplicate accounts in Polaris if that patron goes to another library to set up an account. Cassandra Thompson introduced the idea of sending out communication to member libraries stating that juvenile cards reset policies should be made on the library level rather than on a consortial level, but in the event that a patron has moved from one jurisdiction to another, and has changed from a juvenile to adult resident, she will suggest that libraries communicate with other member libraries to see if they are able to settle previous fines and/or start a new adult account with a “clean slate”. In any event, a library should keep a previous juvenile account active when there is an outstanding balance. The communication will inform members that they should also perform regular maintenance of their patron records and remove any inactive accounts to prevent duplicates from occurring. Cassandra Thompson will also remind school libraries that children begin new school accounts with a clean slate when moving schools within the SHARE consortium. Diane Yeoman motioned to approve and Sandy West seconded. **All approved by roll call vote, and the motion passed.**
- **Other:** None

Public Comment: None

Announcements: Jace Cook has joined IHLS as the SHARE Administrative Assistant.

Next meeting: Thursday, Oct. 13, 2022, at 10:00 a.m.

Adjournment: There being no further business, Esther Curry adjourned the meeting at 11:44 a.m.

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