



SHARE
SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY



SHARE Circulation and Resource Sharing Committee Minutes

Thursday, October 13, 2022

10:00 a.m.

Call Meeting to Order

Esther Curry called the meeting to order at 10:00 a.m.

Roll Call

Members present: *Janet Cler, Mary Cordes, Esther Curry, Sarah Isaacs, April Jensen, Susan McKinney, Sandy West, and Diane Yeoman.*

Members absent: *Theresa Beck, Jennifer Slack, and Paula Tretter.*

Others present: *Jennifer Baugh, Danielle Beasley, Tammy Caputo from Mahomet Public Library District, Jace Cook, Zach Henderson, Ryan Johnson from O'Fallon Public Library, Shawwna Maki from O'Fallon Public Library, Laura Picato from O'Fallon Public Library, Donald Pippin, Dena Porter, Andrea Rowe from Belleville Public Library, and Cassandra Thompson.*

Approval of August 11, 2022, Minutes

A motion and second were made to approve the August 11, 2022, minutes. Motion carried unanimously by roll call vote.

SHARE Update

Ben-Gil Elementary has gone live on Polaris and is our newest full member.

SHARE is exploring grant opportunities with Lesley Zavediuk.

Text message notifications for AT&T customers were not functioning properly. The notifications have been switched to MMS from SMTP texts as a temporary solution. A more permanent solution will be produced by SHARE IT staff but will take some time to develop. Third-party vendors were considered as an option but will depend on pricing.

The SHARE Mobile Library app is now correctly showing content notes and further recommendations from members are being evaluated for the app. The committee expressed interest in a filter that would allow patrons to search materials at their home library specifically.

The McNaughton Book Leasing Program is available and photos of the processing of the books will be shown in the next SHARE newsletter. After discussion with a Brodart representative, we have found a way to let member libraries select the books they receive. Books in the program are referred to as "allotments" and are tied to a maximum value of \$29.00. If a book costs more than \$29.00, it takes up two allotments. Participating members have six allotments each month. Communication will be sent out to active participants to inform them they can now choose the books they receive, though automation will be the default for choosing books. Large print books will also be available, and we are considering a new program with large print trade paperbacks. In January, pro-rated contracts for a 6-month period will be

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available. Large print readers typically wait longer for books due to the system having fewer copies of large print items. Some committee members expressed that Baker and Taylor has been helpful for their large print materials, as well as Thorndike, if others are having issues.

The SHARE Finance and Policy Committee have been discussing Aspen Discovery by ByWater Solutions, though the committee is aware of concerns over affordability. SHARE will offer Aspen to members at a rate of \$2,500.00, but we need to have at least 25 member libraries participate at that price to move forward. These members would receive a fully customizable Aspen Discovery layer that would allow them to integrate their various e-resources and databases with the OPAC. If we reach that threshold, every other member would then be offered the base package for \$250.00. If more members sign up for the discovery layer, the prices will decrease. ByWater Solutions will be at the Illinois Library Association's Annual Conference next week for those attending that would like to learn more. They will also be an exhibitor at IHLS Member Day on November 17.

An expansion to the affiliate member program is being constructed and will be sent to review in the SHARE Finance and Policy Committee once completed.

Windows 11 upgrades have been causing issues with the remote access software utilized by SHARE IT and it is recommended that members wait to upgrade until a permanent solution is found.

The SHARE Bibliographic and Cataloging Standards Committee meets tomorrow and discussion on the new barcoding refresher training will be held. If approved, the training will go to vote in January and then ideally go live in February. There will be updates to the 10 Commandments of Circulation in the future as well.

New Business

- **Policies and Procedures – SHARE Definitions** – SHARE is currently reviewing policies and procedures across committees to establish standardized formatting and maintain quality. To do so efficiently, the definitions held by SHARE are being reviewed for accuracy and clarity so that when reviewing policies and procedures, there is no room for error in interpretation of language. The definition guide will serve as a working document for reference. Some words have very subtle differences in definitions that lead to confusion among members, so providing a guide will help to minimize this confusion. This review process also stems from issues experienced by members when working with libraries outside the IHLS and SHARE systems; some cross-system returns have been refused and others are being lost if the books are returned to non-member libraries, which should not be happening per ILLINET code. Governance documents will also be updated once the definition guide is finalized.
- **Other – None**

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Unfinished Business

- **Renewal Settings** – The renewal settings are currently set to allow patrons to renew checked out books with active holds as long as there are 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 copies available. There are pros and cons to keeping the renewal setting as they are, but because we are operating in close to pre-pandemic capacities, it may be beneficial to change the renewal setting back to those pre-pandemic settings. Item level holds are not currently overriding the renewal settings, which has been causing some issues. Some of these issues stem from member libraries not using the system properly by failing to mark their copies as local only. Many member libraries inform patrons upon checking out books that they cannot renew the book if there are holds placed on it, even though the current system allows for such renewals. This is done for consistency and to avoid patron confusion. To resolve the issues seen by our members, Polaris would have to change the way holds operate on their end, but it would be considered an enhancement request, and there is no guarantee that they would choose that for further development. Item level holds are typically done for cataloging purposes, so it is frustrating for members when they place item level holds and the patron is able to renew the item because other copies are available. **A motion and second were made to change the Renewal Block If There Are Holds setting to the pre-Covid settings. Motion carried unanimously by roll call vote.**
- **Member Survey & Proposal – Collecting Fines and Fine-Free Libraries** – The survey results for collecting fines and fine-free libraries were inconclusive. In consideration with other SHARE policies and general philosophies, libraries will be advised to collect fees on behalf of other libraries even if their library is fine-free, to send the patron to their home library if there is a dispute or lost materials, and to not waive fines from other libraries. Member libraries can decide for themselves if they will remit the payments to the patron's home library or to keep the fines, but they would still need to collect the fine to avoid patrons trying to put libraries in competition with one another. If a library chooses to remit the payment to the patron's home library, they must send that payment in the mail rather than through the delivery system. To reflect discussion of the committee, a clarification will be added to address if a patron is moving to a different library jurisdiction; treat the patron as a new library patron, but still can contact the previous library if needed to resolve any disputes or lost material claims to be courteous. An intergovernmental agreement could be an option for libraries that are close in distance to each other, but that will be up to our member libraries. One attendee suggested a potential threshold for the waiving of fees that would allow patrons to check out books at the fine-free library but not entirely erase the patron's fine. **A motion and second were made to send the full proposal out for member comment with the change to include clarification of patrons moving jurisdictions. Motion carried unanimously by roll call vote.**

- **Material Types** – There are 91 different material types in the system, some of which have less than 10 items using said type in the system. The committee discussed if there should be a threshold for material types or if the items attached to the less-used types would be changed to a more appropriate material type and then to eliminate the unused type. Some special libraries utilize the less-used material types and feel those types are the only option for the items they have attached. The system is not being slowed down by the extra material types but reducing material types may eliminate unnecessary confusion. The topic will be going to the SHARE Bibliographic and Cataloging Standards Committee meeting tomorrow.
- **Other** – None

Public Comment – One committee member asked others if their libraries had limits on how many DVDs can be checked out at one time. SHARE recommends running reports to get an average of how many DVDs each patron checks out at a time in the library and from this report, set a checkout limit. Biblio+ might be a good alternative to allow patrons access to movies and shows and is available for members to purchase now.

Announcements – None

Next meeting

Thursday, December 8, 2022, at 10:00 a.m.

Adjournment

There being no further business to discuss, the meeting adjourned at 11:25 a.m.

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