

SHARE Circulation and Resource Sharing Committee Minutes

Thursday, February 9, 2023

10:00 a.m.

Call Meeting to Order

Esther Curry called the meeting to order at 10:01 a.m.

Roll Call

Members present: *Janet Cler, Mary Cordes, Esther Curry, Sarah Isaacs, April Jensen, Susan McKinney, Jennifer Slack, Paula Tretter (joined at 10:24 a.m.), Sandy West, and Diane Yeoman (joined at 10:11 a.m.).*

Members absent: *Theresa Beck*

Others present: *Tammy Caputo from Mahomet Public Library District, Jace Cook, Kathleen Hantz from Danville Area Community College, Jacque Holsapple from Newton Public Library District, Traci Hunziker from Sallie Logan Public Library, Shawna Maki from O'Fallon Public Library, Joyce Metz from Chatham Area Public Library District, Veronika Parrone from Sallie Logan Public Library, Bobbi Perryman from Vespasian Warner Public Library District, Laura Picato from O'Fallon Public Library, Donald Pippin, Dena Porter, Mary Ray from Sidell District Library, Cassandra Thompson, and Lisa Tokarz from Decatur Public Library.*

Approval of December 8, 2022, Minutes

A motion and second were made to approve the Dec. 8, 2022, minutes. Esther Curry – yes, Janet Cler – yes, Mary Cordes – yes, Sarah Isaacs – yes, Susan McKinney – yes, Jennifer Slack – yes, Sandy West – yes. Due to technical issues, April Jensen did not vote. Motion carried.

SHARE Update

All measures from the recent SHARE Annual Members' Group Meeting passed. Measures up for vote included Aspen Discovery, Governance Changes, Barcoding Certification Requirement and Refresher Training, Problem Resolution for Bibliographic Services, the Bibliographic Services Training Form, and the Revision to Graphic Novels Policy (cataloging libraries only). Communication will be sent to members to inform them of the results.

We have received over 70 reservations for Aspen Discovery at varying price points. Reservations will continue to be collected until Feb. 28.

On Feb. 28, an in-person Accelerated Barcoding training will be held at Chatham Public Library District. Online trainings are also scheduled, and more in-person events are being planned.

Barcoder Refresher Training is scheduled to launch in March.

We continue to monitor the feedback on the Collecting Fines and Fine-Free Libraries Policy.

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The Affiliate Expansion Program has been approved and is being launched. Information on the program will be available at IDEACON next week on Feb. 14, reaching both librarians and school administrators.

IHLS has created an ad hoc working group to implement an Automated Materials Handling System (AMH). There is yet to be a guideline from IHLS or SHARE on where barcodes should be placed on materials, but this could change as the group progresses in their work. Members are encouraged to watch for updates.

Polaris can limit the permissions of school library staff and volunteers from accessing the Polaris database records of public libraries. In the interest of data privacy, school accounts were updated to this setting, and schools can now only view their own students' accounts. The restrictions can be changed to include multiple schools within the same district as needed. A policy is in development to address volunteers in libraries having Polaris accounts with limited permissions, as well as stating that board of trustee members should not be issued Polaris logins unless they are a regular volunteer.

New Business

- **New Books Timeframe** – A request was sent to discuss the timeframe that materials can be classified as “new” at a library, which restricts patrons at other libraries from being able to place a hold on the item for checkout. The committee agreed that library autonomy should be prioritized and will not limit how long materials can be classified as “new.”
- **Member: Recurring Checkout Abuses** – A member library has noticed one of their items is being repeatedly checked out by a single patron, and the item has not been back to their library for several months. The patron will check out the item, renew it until the renewal limit is met, then return the item while simultaneously placing a hold on it, thus triggering the item to stay at the requesting library. The owning library of this specific item contacted the requesting library to inform them of the issue, but the item has not been sent back yet.

Creating a policy or procedure to catch this issue is difficult because when library staff check in books, they do not know who returned the item; if the same patron has placed a hold on the item, the hold slip prints, and the staff member is not aware the hold has come from the same patron. Possible solutions were discussed, and the committee agreed that the current renewal policy should be updated to clarify that recurring checkouts are discouraged and that libraries with patrons who need to check out materials past the initial renewal limit should contact the owning library for approval of the extension. **A motion and second were made to update the renewal policy to close the loophole allowing recurring checkouts. Motion carried unanimously by roll call vote.**

- **Other** – None

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Old Business

- **Other** – None

Public Comment

None

Announcements

Theresa Beck can no longer serve on the SHARE Circulation and Resource Sharing Committee due to a job opportunity. Three volunteers have come forward to serve on the committee. Their names will be sent to the current committee members so input can be given to the chair of the committee for her decision.

Next meeting

Thursday, April 13, 2023, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 10:58 a.m.

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