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## SHARE Circulation and Resource Sharing Committee Minutes

Thursday, December 14, 2023

10:00 a.m.

### Call Meeting to Order

Sandy West called the meeting to order at 10:01 a.m.

### Roll Call

Members present via Zoom: *Sandy West (Chair), Tammy Caputo, Janet Cler, Mary Cordes, Sarah Isaacs, Susan McKinney (Vice Chair), Jennifer Slack (joined at 10:02 a.m.), Paula Tretter, and Diane Yeoman.*

Members absent: *Esther Curry.*

Others present via Zoom: *Jennifer Baugh, Danielle Beasley, Kathleen Bennett with Catlin Public Library District, Jennifer Cernich with Riverton Village Library, Jace Cook, Zach Henderson, Sandra Martinez with Hillside Public Library, Donald Pippin with Philo Public Library District, Dena Porter, Mary Ray with Sidell District Library, Rachel Stewart with Tolono Public Library District, and Cassandra Thompson.*

### Approval of August 10, 2023, Minutes

The agenda for today's meeting incorrectly stated that the previous meeting was held on Aug. 8, 2023.

The meeting was held on Aug. 10, 2023. **A motion and second were made to approve the Aug. 10, 2023, minutes. Sandy West – yes, Tammy Caputo – yes, Janet Cler – yes, Mary Cordes – yes, Sarah Isaacs – yes, Susan McKinney – yes, Paula Tretter – yes, and Diane Yeoman – yes. Motion carried.**

### SHARE Update

The first cohort for Aspen is scheduled to begin going live on Dec. 18, 2023.

The SHARE Executive Council has approved an inclusive proposal for membership fee increases that would provide all SHARE members access to Aspen and cloudLibrary. Members will vote on the proposal after the SHARE Annual Members' Group Meeting on Jan. 24, 2024, at 2 p.m.

Due to the ending of the COVID-19 emergency order, committee members must join meetings from public spaces, such as their libraries, to be counted towards quorum.

Barcoder Refresher Training must be completed by Dec. 31, 2023. Barcoding permissions will be turned off for those who do not complete the training.

IHLS will be closed on Dec. 22, 25, and 29, 2023, and Jan. 1, 2024, in observance of the holiday season.

For alerts about Polaris service outages and restorations, members can text 'Polaris' to 84483.

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## New Business

- **New Member** – The committee chair recommends Joel Pikora of Mascoutah Public Library to fill the committee vacancy. The SHARE Director will invite him to join the committee at the next meeting.
- **Committee Makeup** – After some discussion, the committee agreed that it would be best to craft a statement to formalize the selection process for committee members. The statement will mention the intention of the committee to be representative of all members across IHLS delivery hubs, library types, and library sizes based on the availability of candidates from volunteers.
- **Lost Item Policy & Procedure** – The SHARE Director reviewed both the Lost Item Policy and Lost Item Procedure. Minor updates were made to both documents to ensure accuracy and consistency throughout. **A motion and a second were made to approve minor updates to the Lost Item Policy and the Lost Item Procedures documents. Motion carried unanimously by roll call vote.**
- **Damaged Item Procedures** – The SHARE Director reviewed the Damaged Item Procedures document. Minor updates were made to ensure accuracy and consistency throughout. Future updates to Polaris will allow circulation staff to mark an item as damaged upon check-in, and the procedures document may need to be reevaluated at that time. **A motion and second were made to approve the minor updates to the Damaged Item Procedures document. Motion carried unanimously by roll call vote.**
- **Aspen Configuration**
  - **Digital Audiobooks** – The committee discussed the use of “eAudiobooks”, “e-audiobooks”, “digital audiobooks”, or “downloadable audiobooks”. The committee concluded that “downloadable audiobook” would be the preferred terminology.
  - **Goodreads Reviews** – Aspen has a feature that allows patrons to leave reviews on checked-out content, but given that the reviews will not be moderated, this feature has been disabled. Goodreads reviews can also be pulled into Aspen, and the committee discussed whether or not to enable this feature. The committee agreed that Goodreads reviews should be disabled.
  - **Suppressed Circ Statuses** – The SHARE Bibliographic and Cataloging Standards Committee discussed the suppression of various circulation statuses in Aspen and recommended the suppression of “withdrawn.” The committee members agreed with this conclusion.
  - **Other: Additional Changes** – The committee discussed other aspects of stylization in Aspen. The committee agreed it would be best to change “available from another library” to “available elsewhere” and “available in SHARE libraries” to “SHARE”.
- **Other – New Material Type – Young Adult Books** – The SHARE Bibliographic and Cataloging Standards Committee recently received a request to add “Young Adult Books” as a material type. After discussion, it was decided to send the issue to the SHARE Circulation and Resource Sharing Committee. The committee discussed the issue and determined that “Young Adult Books” was unnecessary.

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## **Old Business**

- **Other** – None

## **Public Comment**

None

## **Announcements**

Janet Cler will be retiring in April. Her last meeting with the committee will be in February.

## **Next meeting**

The SHARE Annual Members' Group Meeting will be held on Jan. 24, 2024, at 2 p.m. via Zoom.

As Feb. 8, 2024, is IHLS Member Day, the regularly scheduled meeting must be rescheduled. The next meeting will be on Feb. 15, 2024, at 10 a.m. via Zoom.

## **Adjournment**

There being no further business to discuss, the chair adjourned the meeting at 11:16 a.m.

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