
SHARE Circulation and Resource Sharing Committee Minutes

Thursday, October 24, 2024

10:00 a.m.

Call Meeting to Order

Susan McKinney called the meeting to order at 10:00 a.m.

Roll Call

Members present via Zoom: *Tammy Caputo, Mary Cordes, Esther Curry, Robert Edwards, Sarah Isaacs, Susan McKinney, Joel Pikora, and Jennifer Slack.*

Members absent: *Sandy West, Laura Picato, Paula Tretter, and Diane Yeoman*

Others present via Zoom: *Jennifer Baugh, Colleen Dettenmeier, John Kirchner, Laura Mitkos, Dena Porter, Jacob Sedor, Andrea Sellars, and Cassandra Thompson.*

Approval of August 8, 2024, Minutes

Joel Pikora motioned to approve the August 8, 2024, minutes, seconded by Robert Edwards. Motion carried.

SHARE Update

Aspen—The first group of school libraries have gone live on Aspen. Bywater has recently added access to the Illinois Digital Archives as an optional feature. Reach out to SHARE for more information about adding this to your Aspen page.

Text Notifications— SHARE's new text notification system with MessageBee has gone live.

Cataloging Training— SHARE/CMC is offering new and updated cataloging training sessions in November. Reach out to Jennifer Baugh for more information.

Member Day— IHLS Member Day is coming on February 12, 2025. Stay tuned for more news from IHLS.

AMHS— After the installation of IHLS's three automated material-handling system machines in late Fall 2025, the IHLS Delivery guidelines will include a rubber bands consideration: It is recommended to eliminate the use of rubber bands on any items intended for IHLS delivery. One suggestion was to use sticky receipt paper to secure loose cases. Other, more permanent options were discussed.

The committee discussed the new AMHS sorting process, as well as ways to test potential issues before the machines are installed.

The committee also discussed the new barcoding duplication process and issues that are coming up. Some libraries have reported new barcode labels fading or rubbing off. IHLS is looking into purchasing label protectors.

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New Business

Policies and Procedures

Damaged Item Procedure— SHARE is reviewing the Damaged Item Procedure. No changes were suggested by the committee.

Renewal Policy— SHARE is reviewing the Renewal Policy. No changes were suggested by the committee.

Aspen

Ordering Formats— Bywater has added a function to sort formats in a better way, but this change is system-wide. The committee discussed the best way to organize these formats. This issue will be presented for member comments.

Grouped Works: Braille— Items in Braille are sorted into grouped works, rather than grouped separately like world languages. This organization causes braille items to show up as a format in the search results. The committee discussed this and determined to take no action.

Holds Queue— The committee discussed various issues experienced with the holds system, the order in which they are filled, and which library the items are pulled from.

Aspen has an option to show the number of holds placed on an item and the number of copies available. This is currently hidden by default. The committee decided to leave this setting as-is and put a notice in the SHARE newsletter to notify members about this option.

Suppressed Statuses— There are several item statuses that Bywater recommends suppressing in the Aspen catalog.

Where is it? Button— Within Aspen, the “Where is it?” button has caused some confusion among patrons. The committee discussed alternatives.

Tammy Caputo motioned to change the wording to be consistent with the mobile app, seconded by Esther Curry. Motion carried unanimously by roll call vote.

MessageBee Text Wording— MessageBee text messages must be carefully worded to avoid exceeding the 160-character limit. The committee discussed ways to reduce lengthy text messages, including billing notices and hold notifications. The committee did not recommend any changes to the current wording.

Old/Unfinished Business— SHARE is changing the way that agendas and minutes are worded. The “Old Business” section will now be referred to as “Unfinished Business,” and only tabled items will be included.

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Other

A committee member shared issues they had experienced with the SHARE renewal setting. Items cannot be renewed if there are any holds. The alternative is to allow renewals, but that can sometimes allow for renewals on high demand items, because they are showing as available.

Public Comment

The SHARE Director shared her thanks for Sarah Isaacs' presentation at the IHLS Annual Meeting.

Announcements

None.

Next meeting

Thursday, December 12, 2024, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 11:52 a.m.

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