
SHARE Circulation and Resource Sharing Committee Minutes

Thursday, Aug. 8, 2024

10:00 a.m.

Call Meeting to Order

Sandy West called the meeting to order at 10:02 a.m.

Roll Call

Members present via Zoom: *Sandy West (Chair), Esther Curry, Robert Edwards, Susan McKinney, Joel Pikora, and Paula Tretter. Sarah Isaacs and Diane Yeoman arrived after the roll call.*

Members absent:

Others present via Zoom: *John Kirchner, Laura Mitkos (Chatham Area Public Library), Cassidee Pantier (Atwood-Hammond Public Library), Dena Porter, Mary Ray (Sidell District Library), Andrea Rowe (Belleville Public Library), Jacob Sedor, Andrea Sellars, Lydia Spillman (Atwood-Hammond Public Library), Cassandra Thompson, and Stacy White (Atwood-Hammond Public Library).*

Approval of June 13, 2024, Minutes

A motion and a second were made to approve the June 13, 2024, minutes. Motion carried.

SHARE Update

Connectivity issues with Polaris have largely been resolved. Connections with Aspen and Solus have been fixed as well. Aspen's e-pay feature is still not working as intended and has been turned off for now.

SHARE is working with RAILS and CMC to start a cataloger mentorship program called iCAMP.

Polaris has updated to version 7.6. Notes about the upgrade can be found on the SHARE website.

Aspen cohort 4b will begin rolling out this month. Cohort 4c will start the rollout process in September.

IHLS's Extra Credit program will hold its first meeting on Aug. 22. Reach out to IHLS Membership Coordinator Schools Liaison Leah Gregory for more information.

New Business

Meeting Date/Time:

The committee will continue to meet on the same date/time.

Member Concerns:

A member indicated that they were considering moving their DVD collection to local only instead of moving their barcodes to the exterior of the item. In the past, SHARE has stated that if you are not willing to lend specific formats, patrons could not request those formats from the SHARE community. The

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committee had no recommended changes to this practice. The committee also expressed concerns about items that could be damaged by the Automatic Material Handler and how those items could be safely circulated.

A SHARE member library has expressed concern over the use of sticky receipt paper, which is leaving sticky residue on items. The committee discussed alternative options. The committee felt that this issue could be handled on a case-by-case basis and asked for more information to be gathered. SHARE will put a notice in the newsletter to inform members about this issue and offer recommendations for alternative receipt paper.

Some members have expressed concerns about the consistency of information entered into Polaris, specifically within patron registration. Inconsistency in certain fields—such as phone number, preferred name, or driver's license number—could cause searchability issues if the information is not entered consistently system-wide. The committee discussed how these proposed recommendations would impact special libraries and school libraries. SHARE will work on providing additional training and more frequent reminders about this topic in upcoming newsletters.

PIN versus Password:

SHARE is seeking to clarify the wording of “PIN” versus “Password”, especially in Aspen. The difference in wording could cause confusion, especially among college students using multiple PINs and passwords. The committee split on the decision and agreed to leave the wording as-is for now.

Other:

This committee's next scheduled meeting in October conflicts with the ILA Conference. The committee agreed to move the next meeting to Oct. 24, 2024, at 10:00 a.m.

Old Business

New Circulation Status:

A member library requested a new circulation status for items on display. The “Display” status would indicate that an item is in a display—not in its normal shelf location—but is still available for checkout. This status would replace the “In Bindery” status. The committee discussed the difference between this proposed circulation status, the Shelf Location field, and the loss of the “In Bindery” status. The committee decided that the Shelf Location field would be a better alternative and no changes were made.

Policies & Procedures Review:

The committee reviewed the Payments and Billing Policy with no recommended changes. In the process of reviewing policies and procedures, the SHARE Director proposed merging two policies: Managing Overdue and Lost Items Procedure and the Lost Item Policy. **A motion and a second were made to merge the policies. The motion carried unanimously.**

Other

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None.

Public Comment

None.

Announcements

None.

Next meeting

Thursday, Oct. 24, 2024, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 11:32 a.m.

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