
SHARE Circulation and Resource Sharing Committee Minutes

Thursday, December 12, 2024

10:00 a.m.

Call Meeting to Order

Susan McKinney called the meeting to order at 10:02 a.m.

Roll Call

Members present via Zoom: Tammy Caputo, Esther Curry, Robert Edwards, Sarah Isaacs, Susan McKinney, Joel Pikora, Jennifer Slack, Paula Tretter, and Diane Yeoman. Sandy West arrived after roll call.

Members absent: Mary Cordes

Others present via Zoom: Jennifer Baugh, Danielle Horton, John Kirchner, Dena Porter, Jacob Sedor, Andrea Sellars, and Cassandra Thompson.

Approval of October 24, 2024, Minutes

Action taken: Sarah Isaacs motioned to approve the October 24, 2024, minutes, seconded by Joel Pikora. Tammy Caputo—yes, Esther Curry—yes, Robert Edwards—yes, Sarah Isaacs—yes, Susan McKinney—yes, Joel Pikora—yes, Jennifer Slack—yes, Paula Tretter—yes, Diane Yeoman—abstain. Motion carried.

SHARE Update

Aspen Update

Most remaining libraries have gone live on Aspen. The e-pay system is still in development. The Aspen catalog is also experiencing intermittent issues with catalog indexing. Bywater is working on permanent solutions for both issues. EBSCO has been connected to the Aspen catalog and can now be searched in the dropdown box on the Aspen page.

Upcoming Events

IHLS Member Day will be held virtually on Feb. 12, 2025.

The SHARE Members' Group Meeting will be held virtually on March 5, 2025, at 2:00 p.m.

Reaching Forward South will be April 4, 2025, in Effingham, IL.

New SHARE Catalogers

SHARE has added two new catalogers. Charlie Jorgenson is the new SHARE cataloger in the Edwardsville office. Ryan Rafferty is working with the CMC.

Cataloging Turnaround

With the holidays approaching, the cataloging turnaround time will be longer. SHARE appreciates your patience.

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Closing Dates

SHARE and Delivery have a new combined form to report closing dates via the IHLS Help Desk.

Data

Thanks to the new IHLS Data Analyst, there is a new way to access both SHARE and IHLS data, which will make IPLAR and Traffic Survey reporting easier.

New Business

Permissions Policy

SHARE has amended the Polaris permissions policy to clarify login sharing is not permitted, since it presents a significant risk to database security. Individual logins are tied to individual training requirements and logins are not to be shared with the intention of circumventing these requirements. This policy is up for member comment on the SHARE website. It will be reviewed by the SHARE Finance & Policy Committee.

Intergovernmental Agreements

Some member libraries have intergovernmental agreements (IGA) with local schools. A student at a school district may have a card through their school, but also be eligible for a student card at their local library. Normally, patrons cannot hold more than one library card, but this specific scenario warrants an exception. There are also considerations regarding interlibrary loan and reciprocal borrowing, depending on how the IGA was structured. The committee discussed these possibilities at length. The interpretation of existing SHARE policies and procedures will be dependent on the type of card issued via the IGA (school library card versus public library card). The SHARE Director will update the wording of the special exceptions section of the Patron Registration policy as well.

Other: Multi-Branch Holds

The committee discussed a member library concern about pulling holds when a school staff member is managing multiple locations. The member drove to their alternative location to pull a hold assigned to that location's pull list, but when she arrived, the hold had already been trapped when the title was checked in at another location. The committee discussed options, including pulling holds only on the days a qualified staff member is at the physical location. Another suggestion was to use the "Ask Me Later" feature so that the hold can move to the next available copy but will still return to the library if the item is not filled by other libraries. SHARE will investigate this option further.

Public Comment

None.

Announcements

Scott Air Force Base Library has moved back to full membership status with SHARE.

Esther Curry will be the director of C.E. Brehm Memorial Library in April.

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Next meeting

Thursday, February 13, 2025, at 10:00 a.m.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 11:19 a.m.

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