

SHARE Circulation & Resource Sharing Committee Meeting

Feb 12, 2015, 1:00 – 3:00 pm

Meeting Minutes

Call to order – Chair Esther Curry called the meeting to order at 1:05 pm.

In attendance—Mary Cordes, Paula Tretter, Michael King, Diane Yeoman, Esther Curry, Sandy West, Jennifer Slack, Bobbi Perryman; SHARE staff: Traci Edwards, Joan Bauer, Michelle Ralston, Chris Dawdy

Approval of October 3, 2014 minutes—Sandy West made a motion to approve the minutes; Michael King seconded; all in favor; none opposed; motion passed.

Old Business

- Holds Routing Update—holds are now dynamic, as of the last upgrade, which speeded up the fill rate for holds;
Traci is working on adding Transitional members to the database;
IHLS is testing with three Affiliate members to determine the efficiency and effectiveness of allowing those members to check in and check out materials borrowed by their library, using LEAP, instead of at the IHLS Delivery hubs; Traci is working on adding those three libraries' profiling information to the Polaris database;
Traci is also adding profiling information for each of the Transitional members;
When those additions have been made to the database, instead of flipping the order of the holds routing tables, as has been done every six months, Traci plans to stagger the static list for each library, so changes will not need to be made in the future, and with less impact on library staff. Michael King made a motion to approve Traci's plan to stagger the holds routing table; Sandy West seconded the motion; all ayes; no nays; motion passed.
- Other--none

New Business

- Questions from Cataloging/Bibliographic Services
 - Adding Barcode to On Order items—which allows items specific holds on these items. See Cataloging Standards, section 4; it is recommended that barcodes not be added to “on order” records; the bib services policy will be added to #2b in the Circulation Policy. Michael King made a motion to adopt this policy, and Sandy West seconded; all ayes; no nays; motion passed.
 - Using set vs individual records for circulating non-serial items (i.e. Great Books, 3v biography, etc.) See Cataloging Standards, section 8 & 11—the consensus of this committee is to use set bib records, instead of individual bib records for each volume, unless the titles on each of the volumes are different;

- Circulating items before their release date—some libraries have been circulating items before their release date; the consensus of this committee is that this is a violation of a library’s contract with their distributor and not a violation of SHARE policy; as a result, reminders will be posted on the SHARE newsletter at regular intervals, and a note made in the SHARE Circulation and Resource Sharing best practices document.
- Recommendations from the ad hoc committee on procedures—the committee will begin working on best practices for dealing with damaged and incomplete items issues and billing;
Lynn Schmidt and the staff at the Mahomet Public Library have volunteered to edit the *SHARE Circulation and Resource Sharing Policy* for grammatical and typographical errors, and will submit those suggested changes to Esther.
Sandy West made a motion to change the wording from “owning library” to “lending library” in every instance where it appears in the document. Michael King seconded the motion; all ayes; no nays; motion carried.
- Common Loan Periods—Esther and Chris have developed a survey to determine how many libraries are interested in adopting common loan rules, but only for those libraries that are interested in participating; Michael King made a motion to send out the survey to gauge the interest in adopting common loan rules; Mary Cordes seconded the motion; all ayes; no nays; motion passed.
- 5.0 feature, Auto-Renew—no new information to report at this time.
- Other—will not be scheduling another SHARE Circulation and Resource Sharing Policy Committee meeting until after the Semi-Annual meeting on April 13.

Adjournment—Sandy West made a motion to adjourn; all ayes, no nays; meeting adjourned at 1:55 pm.