

SHARE Circulation and Resource Sharing Committee

Thursday, April 14, 2016 at 10 am

IHLS Edwardsville, 6725 Goshen Road, Edwardsville, IL 62025 (618) 656-3216

Minutes

Call to order – Esther Curry, Chair, called the meeting to order at 10:03 am.

Present: Esther Curry, Janet Cler, Mary Cordes, Susan McKinney, Sandy West, Diane Yeoman, Paula Tretter, Virginia Erickson, Jennifer Slack;

Absent: Rachel Beilby, Robert Edwards, Michael King, Felicia Murray;

Also present: Joe DeVillez, Sue Pearson, Chris Dawdy, Traci Edwards, Michelle Ralston;

Approval of February 11, 2016 minutes—The minutes were approved, with corrections made, on a motion made by Susan McKinney, and seconded by Virginia Erickson. All ayes; no nays; motion passed.

Old Business--

- Common Loan periods—Traci Edwards has run reports to determine how many libraries loan DVDs for less than seven days; several loan only to their patrons; several needed to make corrections to their settings; several have agreed to change their loan periods to seven days; several indicated that they would be willing to change their loan periods to five days, but not seven; Traci will have more information to provide for the next meeting;
- Update on web access to SHARE Policies/Best Practices—all the committees have approved the format of the SHARE Operational Guidelines, and they will be posted on the SHARE website by next week;
- Add wording to Payments and Billing section (7) that would say that lending libraries receiving payment for an item, should not pay fees on the patron's record--the Home Library should clear the record of any fees—Traci Edwards presented a proposed *Lost Items* procedure and forms to follow the *Lost Items* policy; Virginia Erickson made a motion to approve the corrected *Lost Items* procedures. Susan McKinney seconded. All ayes; no nays; motion passed.
- Other—
 - *In Transit Items* procedures were presented by Traci Edwards; Diane Yeoman made a motion to adopt the *In Transit Items* procedures, with some

Illinois Heartland Library System

Champaign Office • 1704 West Interstate Drive, Champaign, IL 61822 • 217/352-0047

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modifications to the wording in the document. Susan McKinney seconded the motion. All ayes; no nays; motion passed.

- *Items Checked In at Incorrect location* procedures were presented by Traci Edwards; Susan McKinney made a motion to approve the Items Checked in at Incorrect Location procedures, with some modification to the wording in the document; Virginia Erickson seconded the motion; All ayes; no nays; motion passed.

New Business--

- Merging patron records in Polaris-- Esther Curry presented a draft document regarding library types and merging patron records; since this document is a proposed policy, Susan McKinney made a motion to post the document for public comment. Jennifer Slack seconded the motion. All ayes; no nays; motion passed.
- Affiliate & Transitional Members and lost/damaged items—tabled for further information
- Other--none

Next meeting-- June 9, 2016, 10:00 to 12:00

Adjournment—The meeting adjourned at 11:58 am, on a motion made by Sandy West, and seconded by Virginia Erickson. All ayes; no nays; motion passed.