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
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.