

SHARE Circulation and Resource Sharing Committee

Thursday, August 13, 2015, 2015

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

Call to order: The meeting was called to order at 10:01 am by Esther Curry, Chair.

Roll Call: Esther Curry, Janet Cler, Mary Cordes, Robert Edwards, Virginia Erickson, Michael King, Susan McKinney, Sandy West, Diane Yeoman;

Also in attendance: Traci Edwards, SHARE Manager for Administrative Services; Sue Pearson, Circulation and Resource Sharing Specialist; Lesley Zavediuk, Circulation and Resource Sharing Specialist; Chris Dawdy, SHARE Director

Approval of February 12, 2015 minutes: The minutes were approved, as corrected (incorrect name on page 1) on a motion made by Sandy West, and seconded by Susan McKinney. All ayes; no nays; motion passed.

Old Business:

- Other--all of the transitional libraries have been added to Polaris; Traci is ready to make the recommended changes to the holds routing table.
- **New Business:**
 - Fines--continue to follow patron or put out for vote; following a discussion about what the options are (following the item's owning library, the transacting library, and patron's library fine rules); Virginia suggested that we present an electronic survey to the member libraries, to determine what their preference is; information will be gathered, and will be presented at the next meeting.
 - Using/blocking library cards of other library types--New Best practice for Circ Policy (see attached)—Traci will investigate the viability of masking different library types from each other; she will also test a permission for one special library; recommended policy will be tabled until next meeting, after gathering additional information;
 - Working draft of Circulation Procedures—reviewed the preliminary draft of the procedures document; SHARE circulation staff will work on further developing the procedures, and will present them at a future meeting;

Illinois Heartland Library System

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

DuQuoin Office • 500 South Madison, Du Quoin, IL 62832 • 618/985-3711

Edwardsville Office • 6725 Goshen Road, Edwardsville, IL 62025 • 618/656-3216

- Lost Report and related forms—this document will be incorporated in the procedures document;

Other: The next meeting will be held Thursday, October 15, at 10 am, via v-tel.

Adjournment: The meeting adjourned at 11:57 am, on a motion made by Sandy West, and seconded by Susan McKinney. All ayes; no nays; meeting adjourned.