

SHARE Circulation and Resource Sharing Committee Meeting

Tuesday, December 19, 2017 at 2:00 pm

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

Via Zoom.us -- <https://zoom.us/j/669733701>

Minutes

Call to order: The meeting was called to order at 2:00 pm by Chair Paula Tretter.

In attendance—Janet Cler, Mary Cordes, Esther Curry, Maria Dent, Susan McKinney, Jennifer Slack, Paula Tretter, Sandy West, Diane Yeoman

Absent—Robert Edwards, Sarah Isaacs

Also in attendance—Donna Schaal, Don Pippin, Edie Elliot, Troy Brown, Ellen Popit, Traci Edwards

Approval of minutes for 10/5/17 meeting: The minutes were approved on a motion made by Susan McKinney, and seconded by Sandy West. All ayes; no nays; motion passed.

Old Business:

- Training requirements for member library circulation staff—Discussed the possibility of making repeat ILL offenders take the circulation training; add to next agenda consequences for ILL violations; question on whether records are kept on 10 Commandment watchers; Traci tracks and will contact libraries who haven't watched the video and report back; asked for a list of ILL violations with names omitted at next meeting; will continue discussion at next meeting.

- Other--none

New Business:

- Member Library questions:
 - Deleting lost items—A member library was working on lost items and suggested that if member libraries did not delete lost items within 3 years, SHARE staff could delete them. Circulation guidelines say to delete items after they are paid for but there are no guidelines on how long to keep lost items in the system. Edie reported that the Bib Services committee only trains on how to delete items, not when to delete them. Currently there are 82,345 lost items in Polaris and 43,774 of them have been lost for over 1 year. It was discussed that this may be a training issue and involves Bib Services staff as well as circulation staff. Donna Schaal is going to ask the Bib Services committee to add it to their next agenda.

Illinois Heartland Library System

- “You Saved” receipt options—Currently the “You Saved” receipt includes renewals in the calculation. Susan McKinney made the motion to configure “You Saved” receipts to not include renewals, Esther Curry seconded. All ayes, no nays; motion passed.
- Affiliate library accounts—Donna Schaal reported her concern with the amount of items out/overdues/holds/lost items at a couple of the affiliate prisons. Since they are institutions and serve many people, they have larger limits. They recently started paying for lost items with Paypal which has changed the workflow at IHLS. IHLS accounting department now bills them, they pay IHLS through Paypal and IHLS writes checks to the owning library. These accounts were not checked for a few months due to staff changes but will be checked on a regular schedule and reported back to this committee.
- Other—Sandy reminded committee members that they are not supposed to mute their mics during the meeting. There were questions whether this rule applies to all members or just the chair. Paula will check OMA and report at the next meeting.

Public Comment: None

Next meeting: Thursday, February 8, 2018 at 10:00 am

Adjournment: Sandy West made a motion to adjourn. Susan McKinney seconded the motion. All ayes; no nays; meeting adjourned at 2:42 p.m.