

SHARE Circulation and Resource Sharing Committee

Tuesday, October 25, 2016 at 10 am

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

Via Zoom.us -- <https://zoom.us/j/738996402>

Minutes

Call to order: the meeting was called to order at 10:01 by chair, Michael King.

In attendance—Esther Curry, Janet Cler, Mary Cordes, Robert Edwards (10:47), Virginia Erickson, Michael King, Susan McKinney, Felicia Murray, Jennifer Slack, Paula Tretter, Sandy West, Diane Yeoman.

Absent—Rachel Beilby

Also in attendance—Sue Pearson, IHLS; Lesley Zavediuk, IHLS; Traci Edwards, IHLS; Chris Dawdy, IHLS; Laura Mitkos, Chatham Area Public Library District;

Approval of minutes for 8/11/16 meeting: the minutes were approved on a motion made by Susan McKinney, and seconded by Virginia Erickson; all ayes; no nays; motion passed.

Old Business:

- Policy on merging patron records for school library patrons—draft policy has been posted on the SHARE website; no comments have been received yet; Esther Curry made a motion to approve the policy, and to send it to the next step for approval, to the SHARE Executive Council; Susan McKinney seconded the motion. All ayes; no nays; motion passed.
- Common loan rules—Traci Edwards has contacted most of the libraries with shorter loan periods for dvd's; some libraries have changed their dvd loan periods; some libraries did not want to change their loan periods for local use, but did not mind longer loan periods for ILL for DVD's; the consensus of the committee is to publish a list of libraries that loan dvd's for less than seven days but will allow their items for due dates to be reset by other libraries; this list will be compiled prior to the next committee meeting; the committee will look at common loan rules for other material types in the future;
- Other--none

New Business:

- Impact of eResources in the SHARE catalog—the eResources Committee is looking at the potential impact of adding eResource records in the catalog, and wanted the Circulation and Resource Sharing Committee to be aware of it;
- Cataloging music CDs and searching implications—changes in cataloging procedures require that the writer of a song be listed as the main author; the question to this committee is whether or not the performer should be listed as the main author, as has been past practice; the consensus

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of the committee is that identifying the performer as the main author, instead of the writer, is most helpful for patrons.

- Holds routing—we are at our lowest turn-around time (9.96 days) for filling holds; the committee recognized the efforts of Traci Edwards, Brant Wingerter, and the IHLS delivery department for making this possible.
- Determining how fines are calculated—Michael King discussed the document that compares the different ways fines can be calculated; the consensus of the committee is to send the document to all directors for input, to post the document on the SHARE website for comment; information about the document will be included in the next SHARE newsletter. A decision on how to proceed will be based on comments received from all sources that will be reviewed at the next committee meeting.
- Guidelines for Public Libraries merging patrons—table until next meeting.
- Handling “Claims Returned” items—after a review of the draft procedure for handling “Claims Returned” items, Virginia Erickson made a motion to adopt the procedure as written. Esther Curry seconded the motion. All ayes; no nays; motion passed. The procedure will be added to the SHARE Governing Document on the SHARE website, and shared with member libraries through the SHARE newsletter.
- Member Library questions:
 - What should be done about a child patron with fines (when the parent should be responsible) when the child is old enough to be an adult patron? – the consensus of the committee is that a library cannot have a contract with a minor, and, as a result, the minor is not responsible for paying fines and bills; the parent is responsible for fines and bills accrued while the patron is a minor;
 - Required fields on patron registration (first, middle, last name, birthdate, drivers’ license number)—the consensus of the committee is that libraries can provide alternative information, such as a patron photo, or a note that the required ID is on file in the library, and indicating that it’s on file in that field on Polaris; this information will be shared with member libraries through the SHARE newsletter.
 - Reciprocal borrowers holds—the consensus of the committee is that the SHARE policy of not providing a pin to reciprocal borrowers is still appropriate.
 - Patron expiration dates—patron expiration dates are required by Polaris, but the length of the period prior to expiration is a local library decision;
- Other--none

Public Comment: none

Next meeting: will be scheduled following administration of a doodle poll to determine the best day of the week to conduct the meeting for all committee members.

Adjournment: The meeting adjourned at 11:48, on a motion made by Esther Curry, and seconded by Diane Yeoman. All ayes; no nays; meeting adjourned.