

SHARE Circulation and Resource Sharing Committee

Thursday, December 8, 2016 at 10 am

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

Via Zoom.us -- <https://zoom.us/j/260464904>

Minutes

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

In attendance—Janet Cler, Mary Cordes, Robert Edwards, Virginia Erickson, Michael King, Susan McKinney, Jennifer Slack, Paula Tretter, Sandy West, Diane Yeoman

Absent-- Esther Curry, Rachel Beilby, Felicia Murray

Also in attendance—Traci Edwards, Chris Dawdy, Lesley Zavediuk, Sue Pearson

Approval of minutes for 10/25/16 meeting: The minutes were approved on a motion made by Janet Cler, and seconded by Susan McKinney; all ayes; no nays; motion passed.

Old Business:

- Common loan rules – Traci Edwards has been working with libraries who are willing to change loan periods for DVDs to a more uniform length of time; she has developed a list of libraries who are willing to check out for longer periods for ILL checkouts; the list will be posted on the SHARE website so that member libraries can determine how to proceed when checking DVDs out to their patrons.
- Determining how fines are calculated – document about the impact of how fines are calculated-- patron's library's rules, the transacting (check in location) library's rules, the lending branch's rules (check out location), and the item assigned branch (owning library)-- have been posted, and a few comments were posted; all comments received proposed that the present rules (patron's library's rules) be maintained; Virginia Erickson made a motion to present the options for determining which fine rules to follow to the SHARE Executive Council, and then, if approved, to the membership at the January Semi-Annual meeting for a vote, with the understanding that this policy will be in effect for a minimum of two years. Susan McKinney seconded the motion. All ayes; no nays; motion passed.
- Other -- none

New Business:

- Circ & Resource Sharing Committee meeting times – after experiencing several meetings that did not have a quorum, Michael King conducted a poll of the committee members to determine when to schedule regular meeting times; the result of the poll was to keep the meetings on the same schedule—meeting on the second Thursday of every other month.

Illinois Heartland Library System

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- Affiliate membership type – Chris Dawdy, Traci Edwards, and Sue Pearson discussed the current status of Affiliate members, with regard to payment for lost items and the number of items checked out, and whether it would be appropriate or acceptable to place additional loan limits on affiliate member accounts; after questions and discussion among the committee members, the consensus of the committee was to table further discussion as more information becomes available about the impact of the Wal-Mart State Giving grant that IHLS received on the affiliate members, as well as communication with the affiliate members.
- Required classes for Circulation staff – discussed whether or not member library circulation staff should be required to participate in training provided by SHARE staff, as opposed to member library staff training their own staff; the consensus of the committee was to table this discussion until more information becomes available about the impact and effectiveness of video training being developed by SHARE staff.
- Member Library questions:
 - Can we do anything about the statement about renewals available on overdue notices? For example, on items that are on hold elsewhere that can't be renewed? – libraries can make changes to the text of their individual notices, so that the notice doesn't indicate how many renewals are left, when there may not be any; Traci Edwards will work with a couple of libraries on the settings in Polaris;
 - Renewing ILL items that are long overdue – if the patron and library are following the rules, there is not an issue; the item owning library can place a hold on the item to force the return or action being taken on a lost item, or contact the borrowing library to have the item returned;
- Other--none

Public Comment: none

Next meeting: February 9, 2017 at 10 am

Adjournment: The meeting adjourned at 11:16, on a motion made by Susan McKinney, and seconded by Virginia Erickson. All ayes; no nays; meeting adjourned.