

# UHLS Automation Advisory Committee (AAC) – Meeting Minutes

2/13/18

**Attending:** Mindy Fowler (SNLK, Chair), Deanna DiCarlo (UHLS), Jill Dugas Hughes (EGRN), Natalie Hurteau (BRUN), Catherine Stollar Peters (BETH), Michele Reilly (VOOR), Melissa Tacke (CAST), Joe Thornton (UHLS). **Absent:** Ryan Moore (COLN)

**Call to order:** The meeting was called to order by M. Fowler at 9:05 am.

**Approval of January minutes:** N. Hurteau moved that the minutes of the 1/10/18 meeting be approved. D. DiCarlo seconded. Motion approved.

**POS/eCommerce:** J. Thornton reported that using the Encore/Paypal model, fines can be tracked by owning library or by the checkout location. Discussion regarding both of these options. Paypal fees apply to fine payments; libraries would absorb the fee costs out of fine payments that they receive. AAC might wish to recommend a minimum for fine payments to the DA. J. Thornton is not sure to the degree that setting a minimum is configurable; will follow up with iii.

## Standardized loan periods and fines:

**Streamlining item types:** The committee discussed that, while the standardization of loan rules and streamlining item types are two separate projects, streamlining item types will make it easier to examine and compare the loan rules for various item types. The committee recommends that UHLS prioritize working with member libraries to streamline their item types, with a suggested deadline of **March 14** for each library to make changes. J. Thornton will send an email out encouraging member libraries to make these changes; Rob Carle will work individually with libraries seeking assistance with this project.

**Standardization process:** The committee discussed its approach to formulating standards for the loan rules for non-new books:

1. Common ground with current list. Determine recommendation for basic book loan rule.
2. Make a list of exceptions as we think of books. Determine what factors we are trying to solve with unique loan rules. Make a list of factors. Come up with common rules based on a list.  
Goal: Simply things as much as possible.
3. Factors re: exceptions:
  - a. Small collections only relevant for a limited time (Holiday, SRP)
  - b. Trying to meet local demand for “browsability” (Popular, Quick Pick)
  - c. Local staff-only or in-house-only collections (Storytime, Reference, Local History)

**MyCard:** The committee discussed findings related to alternative youth registration and fine-free loans to youth in other libraries. Committee asked about current UHLS policy for UHLS cards. D. DiCarlo and J. Thornton are not aware of a current policy. Committee identified the issues that the MyCard is meant to solve:

1. Parent not present for child’s registration
2. Fine-free option
3. Previous item loss or fines on child’s card
4. Limiting potential for item loss by limiting number of items borrowed
5. Groups / children with multiple families
6. Giving children an option for getting their own card if their parent/guardian has lost items/fines.

Committee members will think about the issues that the MyCard as it exists now is meant to solve, and discuss possible recommendations to solve these issues at the March meeting.

**Next Meeting: Wednesday, March 14, 2018 9:00 am at UHLS (in the green conference room)**

**Adjournment:** Meeting adjourned at 11:00 am.

Respectfully submitted, M. Tacke