

UHLS Automation Advisory Committee (AAC) – Meeting Minutes

5/9/18

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

Guest: Mary Fellows (UHLS)

Call to order: The meeting was called to order by M. Fowler at 9:06 am.

Approval of April minutes: N. Hurteau moved that the minutes of the 4/11/18 meeting be approved. C. Stollar Peters seconded. Motion approved.

Encore eCommerce: J. Thornton reports that the issue of adding eCommerce functionality to Encore now rests with Directors. He gathered some data about the impact of the implementation in Mid-Hudson; Tim Burke will summarize this information and present it to the Directors Association for discussion. J. Thornton will ask Mid-Hudson Library System how the transaction fee will be split if the patron is paying for fines from multiple libraries.

Standardized loan periods and fines:

Streamlining item types: J. Thornton reports that all libraries have cleaned up their item types and many item types no longer in use have been eliminated from Sierra.

Standardized loan rules: Tabled; J. Thornton is still working on cleaning up loan rule table.

MyCard: Mary Fellows joined a portion of this discussion as a guest. The committee gave her an overview of our work thus far and the two models that have been discussed. Fellows gave her first impression that BOCES and Questar may be receptive to the Scholar Card opportunity. She will be invited to attend a future meeting to give more feedback once the committee has finalized the suggested card parameters and created additional suggested content (i.e. a sample MOU between library system and school system).

The committee discussed the two card models and basic parameters of each of the cards. The table below is a first draft of the parameters suggested by the committee:

	UHLAN Youth MyCard	UHLAN Scholar Card
Signup age	4-18	4-18
Checked-out-item limits	3 items	Unlimited
Internet use	Allowed	Allowed
Database access	Allowed*	Allowed*
Fines	No overdue fines	No overdue fines
Lost items	Payment required for lost items	Payment required for lost items
Card blocked	When total of billed items equals \$.01 to \$49.99, total checkout is limited to 1 item at a time. If total of billed items equals or exceeds \$50, card is blocked until billed items are returned or paid for.	When total of billed items equals \$.01 to \$49.99, total checkout is limited to 1 item at a time. If total of billed items equals or exceeds \$50, card is blocked until billed items are returned or paid for.
Allowed items	Any print books and audiobooks; youth DVDs and CDs	Any print books and audiobooks; youth DVDs and CDs
Restricted items	Non-youth DVD or CD titles; video games; internet devices; library of things; museum passes	Non-youth DVD titles; video games; internet devices; library of things; museum passes
Number of item renewals	Determined by checkout location	Determined by checkout location
Parent/guardian	Not needed to sign up, but can revoke card	Not needed to sign up, but can revoke card

Connection to parent/guardian card	None	None
Renewal of card	Can be renewed using current procedures	Can be renewed using current procedures
Change to regular youth card or adult card	Can switch to regular youth card or adult card at any time, in accordance with library registration policies	Can switch to regular youth card or adult card at any time, in accordance with library registration policies
Card expiration	After 3 years	After 1 year
New physical card and branding	Yes	Yes
Supplant youth card at individual libraries?	No	No
Supplant current MyCards?	Yes	Yes
Accepted at all UHLS libraries	Yes	Yes
* = For non-system-wide database subscriptions: if card is not issued with the barcode of issuing library (i.e. an UHLAN barcode), patron may ask library staff to add additional valid library-specific barcode to record to enable access to such databases.		

Next steps: Committee members are encouraged to think of additional potential issues for incorporation into the MyCard or Scholar Card parameters. After recommended parameters are finalized, committee will begin to prepare for presentation to Directors Association.

Next Meeting: Wednesday, June 13, 2018 9:00 am at UHLS (in the green conference room)

Adjournment: Meeting adjourned at 10:53 am.

Respectfully submitted, M. Tacke