

UHLS Automation Advisory Committee (AAC) – Meeting Minutes

6/13/18

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

Call to order: The meeting was called to order by M. Fowler at 9:03 am.

Approval of May minutes: J. Thornton moved that the minutes of the 5/9/18 meeting be approved. M. Reilly seconded. Motion approved.

Encore eCommerce: J. Thornton reports that enabling the eCommerce function in Encore is on the agenda for a vote at the August DA meeting.

Standardized loan rules: J. Thornton has finished cleaning up loan rules. Discussion of loan rules was tabled.

MyCard: The committee began to draft a proposal for general feedback. D. DiCarlo started the draft and will serve as editor, and will create a simple Google Form for anonymous feedback by staff at member libraries. The proposal includes an overview of the work done thus far by the AAC, a review of the barriers to access for youth, and how the options address these barriers.

The committee discussed the two youth card models and basic parameters of each of the cards. The committee also added a third column representing a system-wide option to eliminate overdue fines on all youth materials, regardless of borrower age. The table below is a draft of the parameters suggested by the committee:

	UHLAN Youth MyCard	UHLAN Scholar Card	Eliminate Fines on Overdue Youth Materials
Signup age	4-18	4-18	N/A
Checked-out-item limits	3 items	Unlimited	N/A
Internet use	Allowed	Allowed	N/A
Database access	Allowed*	Allowed*	N/A
Fines	No overdue fines	No overdue fines	No overdue fines for youth items
Lost items	Payment required for 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.	At fine threshold of checkout location
Allowed items	Any print books and audiobooks; youth DVDs and CDs	Any print books and audiobooks; youth DVDs and CDs	N/A
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	Overdue fines may apply on non-youth items
Number of item renewals	Determined by checkout location	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	N/A
Connection to parent/guardian card	None	None	N/A
Renewal of card	Can be renewed using current procedures	Can be renewed using current procedures	N/A
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	N/A
Card expiration	After 3 years	After 1 year	N/A
New physical card and branding	Yes	Yes	N/A
Supplant youth card at individual libraries?	No	No	N/A
Supplant current MyCards?	Yes	Yes	N/A
Accepted at all UHLS libraries	Yes	Yes	N/A
* = 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 / feedback timeline:

Committee members are to send any additional suggestions/corrections of the draft to D. DiCarlo by **Friday, June 15**. She will update the document and draft a simple Google Form by **Monday, June 18** and share with the committee. The draft proposal with link to Google Form will be sent to the following email lists for feedback on that date. We will ask that feedback be submitted by **Monday, July 9** so that feedback can be reviewed at the 7/11/18 AAC meeting. AAC committee members may also visit other committees at their August or September meetings at those committees' request, to discuss the draft proposal and gather additional feedback.

Committee Email List	Date to Send Initial Draft to List	Initial Feedback Deadline	Who Will Send to List
ASAC	6/18/2018	7/9/2018	Deanna DiCarlo
Cataloging	6/18/2018	7/9/2018	Joe Thornton
Circulation	6/18/2018	7/9/2018	Joe Thornton
DA	6/18/2018	7/9/2018	Mindy Fowler
YSAC	6/18/2018	7/9/2018	Mary Fellows

After reviewing feedback and editing the proposal, it will be re-sent to lists for additional comments on **Monday, August 27** (with a response deadline of **Monday, September 10** so additional feedback can be reviewed at the 9/12/18 AAC meeting). The AAC will finalize our proposal at the 9/12/18 meeting, with a plan to formally present at the October DA meeting.

Next Meeting: Wednesday, July 11, 2018 9:00 am at UHLS (in the green conference room)

Adjournment: J. Dugas Hughes motioned to adjourn. Meeting adjourned at 11:15 am.

Respectfully submitted, M. Tacke