

# UHLS Automation Advisory Committee (AAC) – Meeting Minutes

03/13/2019

**Attending:** Melissa Tacke, Chair (CAST), Joe Thornton (UHLS), Natalie Hurteau (UHLS), Catherine Stollar Peters (BETH), Heather Moore (COLN), Jill Dugas Hughes (EGRN), Nick Matulis (SCHG)

**Absent:** Michele Reilly (VOOR), Mindy Fowler (SNLK)

**Guest:** Mary Fellows (UHLS), Sarah Clark (VOOR)

**Approval of January minutes:** (No Meeting in February) J. Thornton moved that the minutes be accepted, all approved.

## New Business:

Committee appointments:

- Nick Matulis (SCHG) has been appointed by the Director's Association (DA) to fill N. Hurteau's term, which expires in 6/30/2019.
- M. Tacke made a motion to nominate N. Hurteau (UHLS) to fill the At Large Member term, which expires in 6/30/2019. J. Thornton seconded, all approved.

Library of Things:

- N. Hurteau mentioned that the Library of Things (LOT) member libraries are creating are very hard to search for in the catalog, both for patrons and library staff members. C. Stollar Peters mentioned that BETH inserts a 500 field in the bib record called LOT, so that the items will appear in Encore. BETH also links the items on their website, and has included "Kits" to be LOT as well. J. Thornton will reach out to member libraries with LOT and add the 500 field record.

## Old Business:

MyCard:

- M. Tacke shared that the DA approved the MyCard with the amendment of some parameters:
  - 3 items instead of 5 are allowed to be checked out
  - Allowed items: Any books; J & YA DVDs; J & YA audiobooks
  - Restricted items: All other items
- M. Tacke to send out amended parameters to DA list
- UHLS to create MyCard design and distribute to member libraries who wish to start issuing the card
- Goal is to be implemented by SRP.
- Committee discussed the process of the initial implementation of the card (BSTAT, registration etc.) and process for when a patron "ages out." Option is to automatically turn the card into an "adult card," but also send a prompt to patron before their 18<sup>th</sup> birthday, asking them to go to their library and upgrade their card to a regular "adult card."
- C. Stollar Peters noted that MyCard users are limited in what item types they can check out, participating libraries will need to make sure they have their J & YA Videos and J & YA Audiobooks under different item types than their other Videos and Audiobooks.

Loan Rules Reviewed:

- Magazines to be tabled for the time being, once MyCard is resolved
- Audiobooks to be collapsed. Recommend three options:
  - Audiobook (old) 28 days Requestable, 2 Renewals
  - Audiobook (new) 28 days, Requestable, 2 Renewals

- Audiobook (new) 14 days, Requestable, 2 Renewals
- Playaways: BETH to look at Audio
- DVD and Blu-Ray to be collapsed into Video. M.Tacke to reach out to DA to seek general feedback on 7 day loan vs 14 day loan. Committee discussed options:
  - Video (Express) 7 day loan, non requestable, no renewals
  - Video (New) 7 day loan, requestable, 2 renewals

**Task Items:**

- J. Thornton will continue to work with libraries to condense itypes for audio books, video and etc.
- M.Tacke to send out an email to Directors to review new parameters for MyCard
- UHLS to create design and distribution of MyCard by SRP
- J. Thornton to reach out to member libraries with LOT to add field 500 and suggest linking to website
- M.Tacke to reach out to DA about Magazines and DVD Loans at a later date

**Next Meeting: Wednesday, April 10<sup>th</sup>, 2019 @ 9:00 am at UHLS (in the green conference room)**

**Adjournment:** M. Tacke made a motion to adjourn. C. Stollar Peters seconded. Meeting adjourned at 10:58 am.

Respectfully submitted, N.Hurteau