

# UHLS Automation Advisory Committee (AAC) – Meeting Minutes

## 6/12/2019

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

**Approval of March minutes:** J. Thornton moved that the minutes be accepted, M. Tacke seconded, all approved.

Announcement: Kathy Stempel (BERN) now on AAC committee. Nick Matulis (SCHG) rotating off.

### **Old Business:**

#### *Library of things:*

Review of adding 500 field for Library of Things --in progress for some libraries, complete for others.  
No reason to add special website for UHLS list

#### *Discussion of MyCard:*

Parameters in UHLS

Items will be billed after 3 notices following standard loan rules at each location.

Loan rules are being created for UHLS MyCard for each location for books, J/YA audiobooks, and J/YA DVDs will be allowed for checked on card. This means item types differentiating Adult and YA/J DVDs and audiobooks will need to be implemented at each library. Joe and Rob will try to move item types based on location code for each library. Cataloging procedures at each library will need to be updated.

UHLS MyCards can be used for ebooks, OverDrive and UHLS wide databases

Preexisting MyCard loan rules are being integrated into working at all libraries, but not implemented yet.

Melissa with draft initial UHLS MyCard roll out documents. Guidance for UHLS MyCard creation procedures, libraries issuing UHLS MyCard, and libraries accepting UHLS MyCard

Pushing for a Summer Reading July 1 roll out date: Instructions should be written and disseminated before roll out

Patron parameters for issuing card:

Patron Type: 190 UHLS MyCard

Home Library: Issuing Library (or patron choice based on hold pick up)

Patron Agency: Issuing Library

Patron Code 4: Based on addresses

Patron barcode: UHLS 28140 barcode

No local request for UHLS MyCard holders (because UHLS patron code)

Discussion of Local Request implemented in loan rules for DVDs, books, and equipment

Discussion of kids applying for MyCard with existing cards and fines and fees: reiterate with all libraries:

**lost items**-user or library staff must contact owning library, **fines**: at library's discretion to waive

Provide comparison sign for issuing libraries

Remind libraries that existing libraries MyCards are accepted if UHLS MyCards are accepted

Melissa will contact UHLS to provide image for MyCard for marketing to include

**AAC Action item: Melissa will draft roll out guidelines and potential signage in next week for AAC comment. Hope for finalization for roll out by July 1**

**Loan Rules Reviewed:**

Discussion of loan period feedback. Included in email (can copy and paste in minutes)

Recommendation for Magazine loans: 14 days

Recommendation for Non-New DVDs: 14 days

Recommendation for New DVDs: Video- Nonrequest 7 day loan, nonrequestable, nonrenewable; Video-New 7 day loan, requestable, 2 renewals

Museum passes: Majority is 3 days

New Books: Discussion next meeting

**New Business for next meeting:**

- Discussion of renewals tabled to next meeting
- DA request to discuss Automatic Renewals
- Potential parameters to recommend usage of non-request next meeting

Goal: Recommendations for Standardized loan rules in September

Next Meeting: **July 10, 2019 9am** (Rob or Natalie, requested to set up computer monitor—Joe will be absent)

**Adjournment:** Meeting adjourned: 10:45am

Submitted by: C. Peters