

## **Resource Sharing Advisory Council**

**April 22, 2004 (at Pine Hills)**

**ATTENDEES:** Betty Albright, Rob Carle, Jean Marie Cole, Dawn Geurds, Joan Hayes, Ethel LaPier, Amy Maurer, Joe Nash, Lorraine Smi, Joe Thornton, Mena Will

**MINUTES FROM FEBRUARY MEETING:** Joe Thornton distributed the minutes from the previous meeting (March 18, 2004) and they were accepted without comment.

**TELECIRC:** Jean Marie reported getting no Telecirk calls when she should have, and we determined that it was related to GUIL's Telecirk setting for "max ring on no answer," which we changed to 10.

**EMAIL NOTICES:** We discussed the two email fields -- "Email Name" and "Email Address" and the requirement that both be filled in. The borrower's first name will work in the "Email Name" field.

**PATRON REGISTRATION CARDS:** How many are left? Joe Thornton will check. They need to be redesigned, and that will be a topic for our next meeting.

**GEOFF'S "YELLOW SLIP" PRINTER:** Because other libraries may want to use the method that Geoff devised for BETH's transit slips, we need more information on the type and cost of printer that's used. A recommendation that came out of this discussion is that Joe Thornton should do a better job of quickly informing all libraries about new procedures at any of the individual libraries.

**EXPIRATION DATE FOR REQUESTS:** Amy Willams had asked if we could agree to lengthen the time before a request expires from its current thirty days. Rob pointed out that this is a global setting, and there was consensus that we should keep it at its current setting.

**LOST BLOCKS:** We discussed the fix that Rob and Brian Rawlings of Dynix came up with to remove the lost blocks for items that are either on the shelf or on loan to other users. Joe T will send sample borrower#'s to RSAC before running the fix, so they can verify that the blocks should indeed be removed.

**LOCAL PRIORITY:** Rob pointed out that itypes, not collection codes, determine local priority, and that an 'N' at the end of an itype is what marks it as local priority.

**BAGS & TAGS!:** Betty said that the larger libraries desperately need more courier bags and tags. Ethel said twice as many as we have now would not be too much. We all agreed that we should get rid of the bad bags, and that we don't need flaps on the bags. Joe T will discuss this with Phil.

The meeting adjourned at 10:40.

**The next meeting is scheduled for Thursday, May 20, 2004 at 9:00 AM at UHLS.**