

Resource Sharing Advisory Council

December 13, 2005

ATTENDEES: Betty Albright, Rob Carle, Jean Marie Cole, Marsha Doyle, Dawn Geurds, Geoff Kirkpatrick, Amy Maurer, Joe Nash, Lorraine Smi, Joe Thornton, Amy Williams

MINUTES FROM LAST MEETING: Joe T distributed the minutes from the previous meeting (November 15, 2005) and they were approved without discussion.

BAGS: Not on the agenda, but the meeting started with a long discussion about the potential usefulness of the bags that UHLS bought with the intended purpose of hiding/protecting DVD's, CD's, and other small but valuable material that travels through the courier system. The opinion of the group hasn't changed: they don't think the bags will help, and they will probably create extra work. Some directors came away from the last ASC meeting with the impression (false) that use of the bags is mandatory. Joe T will talk to Phil about clearing up this misunderstanding.

PC RELIANCE: We had a severe slowness problem on a Saturday a few weeks ago, and several libraries went to PC Reliance. The confusion surrounding that event prompted Joe T to ask Rob to review PC Reliance procedures for the Resource Sharing Advisory Council. Some of the problems that (slow) day:

- People were not sure when it was appropriate to switch to PC Reliance.
- Very few libraries used it at all.
- At least half the files that were uploaded had at least minor errors.

Rob went over the entire PC Reliance system, including installing and configuring it. After some discussion we came up with the following recommendations:

- Libraries should switch to PC Reliance whenever they want. They do not have to wait to be told to switch by UHLS, although UHLS will notify libraries when there is a system problem with no estimated time of resolution.
- UHLS will always check the dates in the PC Reliance files, and remove any transactions from previous dates that were inadvertently included. When in doubt, libraries should choose to "Keep existing file" when starting PC Reliance.
- For checking in when the system is extremely slow, the libraries should use a computer (even an old, slow one) not at the Circulation Desk, since each checkin can take many minutes.

OVERDUE ITEMS NOT AGING TO “LOST”: After our last meeting, Jean Marie sent some examples of items that display as *Overdue* with fines in the patrons’ records, but for which the patrons have received printed final notices (saying the items are *Lost*) that include replacement costs for the items. UHLS will continue to look into this problem.

LOST IN TRANSIT: We agreed several meetings ago that the very old (e.g. 2003) “lost in transit” items are never coming back. ASC asked Joe T to save a copy of the old items and then delete them. UHLS recommends the following procedure:

- Joe T will add bib# to the *Lost in Transit* reports
- Libraries should print and save a copy of their own *Lost in Transit* reports, and then delete any old items they want.
- Joe T will print and save a copy of every library’s *Lost in Transit* reports, in the unlikely event that the information will ever be needed to restore the items.

NEW NOTICE SYSTEM: We discussed the proposal for a new notice system that Joe T developed, and decided to pursue it, although there is still a lot of work to do.

TELECIRC LINES: We had recommended, and ASC approved, enabling our third Telecirc line for incoming calls. The line is currently unused and unlicensed. Marcia Middleton pointed out that we could have problems because Telecirc uses the ALL library’s circulation parameters, some of which are significantly different than the other libraries’. Tests showed that Marcia is correct, and we decided to cancel the plans to enable the third line.

The next meeting is scheduled for Tuesday, January 17, 2006 at 9:00 AM at UHLS.