

Resource Sharing Advisory Council

October 30, 2009

Present: Betty Albright (BETH), Jean Marie Cole (GUIL), Carolyn Fagan (TROL), Dawn Geurds (EGRN), Carol Melewski (RCSC), Virginia Prew (TROY), Kathleen Tyrrell (VOOR), Joe Thornton (UHLS)

There was a lot of overlap among the first four agenda items:

1. "Red lining" (with a red Sharpie pen) out of system or courtesy cards.
2. Agency cards: How do you issue them and do you allow check out at your library if agency card is from another library?
3. There are a number of issues that have arisen since Guilderland started charging XA & XY patrons.
4. From the Directors Association:

The issue is how to differentiate between UHLAN, X and regular patrons at the circ desk. The matter arose because of the suspicion that X card holders are blotting out the red line that is supposed to be on their cards. Two suggested solutions that the DA came up with are: have a window pop up when a patron with an X registration comes to check out, or institute a procedure where the red mark would be on the white strip on the card.

Betty explained the "red lining" procedure, which was agreed to by all libraries many years ago, where courtesy or pay cards that are only usable in the issuing library are marked with a red line (preferably with indelible ink – e.g. a Sharpie) above and/or below the barcode. Also, the owners of these cards should be given an 'X' Btype (Out-of-System). Apparently some libraries are not doing this and so some Out-of-System patrons are using libraries other than their own. Joe will send an email to everyone reminding them to follow these procedures.

Also, Joe will ask SirsiDynix if they can add a popup to the checkout screen that will notify the circ staff that the borrower is 'Out-of-System.' This would probably require custom programming, which SirsiDynix may no longer do for Horizon, and which would not be free in any case.

Related: The Resource Sharing Advisory Council wiki page (http://www.uhls.org/wiki/index.php?title=Resource_Sharing_Advisory_Council) has a *Procedures* section that contains most of our circulation procedures. You can edit this page yourselves or send changes by email to support@uhls.lib.ny.us and we'll edit it. At this time there is no procedure described there for redlining.

Related: Joe will ask ASC about the requirement (or not) to use the standard patron registration cards and plastic UHLAN cards. Some libraries use their own patron registration cards, and some use the plastic UHLAN cards as their only patron cards.

Agency cards: Betty asked how other libraries use agency cards.

At BETH agency cards are issued only to BETH employees for in house use. They are never issued to outside agencies or individuals. There are slight variations among the libraries in how these are used, but most keep the cards in the libraries, allow them to be used only in-house, and issue them to daycares, preschools, etc. All present agreed that agency cards are to be used at the issuing library only.

Can Upper Hudson as a library system give Civil Service Library Clerk Exams? :

Dawn asked this and explained, “That way as a library system we would have a list to hire from instead of Counties giving the exam. Colonie does their own Civil Service exams, even though they are in Albany County. We could have continual recruitment exams being given and the people taking the exams could be hired for any library in the Upper Hudson Library System. This would make hiring from a list so much easier.”

Joe will ask Phil.

Miscellaneous:

- Damaged items: A few people reported that some A/V material (e.g. CDs) arrives in cracked CD cases. Joe will ask everyone not to send damaged items.
- Item barcodes: Joe will ask everyone not to put the item barcode too close to the item’s UPC barcode, as this confuses the scanners.
- Joe will ask SirsiDynix why *prior circ* information seems to be disappearing since the last Horizon upgrade.

Next meeting: Joe will look for an available Friday sometime in the near future.