

**Resource Sharing Advisory Council
April 13, 2011**

Present: Betty Albright (BETH), Sue Black (WTVT), Rob Carle (UHLS), Sarah Clark (APLM), Carolyn Fagan (TROL), Dawn Geurds (EGRN), Debbie LaRose (COLN), Lisa Pitkin (GUIL), Virginia Prew (TROY), Mary Trev Thomas (BETH), Joe Thornton (UHLS)

Standards: At our January meeting Tim Burke asked us to consider the libraries' circulation policies (max items out, max fines, etc.) with an eye toward standardization. The majority opinion is that tiers (as Tim suggested) were a good idea, although there's a concern that patrons will shop around for the best circ policies even if we reduce the differences to just a few tiers. We looked at the "Circulation Parameters" report on the Ad Hoc Reports page (<http://horizon.uhls.lib.ny.us/reports/>) and started to look at the parameters with two main questions in mind: 1) Is it a problem? and 2) Is it a realistic candidate for standardization? We'll look at the many exceptions at future meetings, but for now we agreed on the following:

Parameter	Problem?	Candidate?
Loan period	yes	maybe, with 3 tiers
Renewal period	yes	yes
Max renewals	yes	yes
Max phone renewals	no	yes
Hold period	n/a	done (7 days)
Grace period	not sure	yes
Fine rate	yes!	no
First notice delay	no!	yes
Notice interval	no!	yes
Max notices	no!	yes
Max items out	n/a	done
Allow OPAC Renewals	no	yes (like Renewals)
Max OPAC Renewals	no	yes (like Renewals)

These twelve parameters are not used by us: Suspend Days, Booking Increment, Max. Adv. Booking, Early Pickup Interval, Holding Interval, Guaranteed Loan Period, Recall Loan Period, Recall Fine Rate, First Recall Notice Delay, Recall Notice Interval, Max. Recall Notices, Allow Booking.

Discussion:

- The library boards will need to decide on these, since there are so many stakeholders.
- “Fine-free Fridays” are a problem if libraries waive fines on items that belong to other libraries. Please waive fines only on your own items, or patrons will learn where to go to avoid fines. Also, if you use “Fine free” days please don’t use “Exempt fines.”

Next meeting: Joe will look for an available Wednesday in June.