

**Resource Sharing Advisory Council
February 15, 2012**

Present: Betty Albright (BETH), Rob Carle (UHLS), Mary Coon (APLM), Carolyn Fagan (TROL), Dawn Geurds (EGRN), Debbie LaRose (COLN), Carol Melewski (RCSC), Mary Trev Thomas (BETH), Joe Thornton (UHLS), Kathleen Tyrrell (VOOR)

Discrepancy between the directors' statement about handling fees for lost books and our standard procedure:

Carol sent the following by email:

In going through our policy book, we came upon a Directors Association recommendation that *"a lost item from another library not be removed from the patron's record by the library receiving payment. This way the owning library will know it is paid for and can decide if the book needs to be replaced."* The recommendation is dated 11/02.

My understanding, and I believe it has been discussed more than once at Resource Sharing, is that the item is marked paid and the payment is forwarded to the owning library with a lost book receipt (which would serve to notify them and allow them to decide if they want to replace it).

Rob followed (email) with this, from our wiki:

Lost and Paid for materials belonging to other libraries

Resource Sharing Advisory Council agreed that we should not (and do not) send cash through the courier. Some don't accept it from their patrons, but require a check or money order. Others accept cash but write their own checks to the owning libraries (which can cause delays). All libraries should complete the payment form (Rob: add a link) and return it along with the check, instead of just sending unexplained checks. UHLS will look for that form and put it online, along with circulation policies.

When the patron pays, resolve the block in Horizon and send the payment and receipt {add a link} to the owning library. Any further questions the patron may have regarding the item should be referred to the owning library.

After a brief discussion we decided to recommend to ASC that they endorse the Resource Sharing Advisory Council procedure.

Pull list customizing: Rob reminded everyone that he will be happy to customize their pull lists however they want.

Pull list procedures: Tim Burke reported that there was a discussion after a webinar at UHLS where some attendees shared their different methods of managing their pull lists, and he suggested that this might be a good topic for Resource Sharing.

After a discussion, it seems that libraries have different ways of handling their pull lists, determined by the size of the lists and the size of the staffs. For example, APL does fiction one day, Dewey the next, etc. However, we were able to agree on a few general good practices:

1. Don't leave the pull list open too long.
2. Run it, print it, and close it.
3. Run it multiple times on the same day, if practical.

Other business:

- Mary Trev: If you change a pickup location for a patron, please "leave tracks." For example, Kathleen said that she adds notes such as, "Says it's at BETH but I sent it to GUIL."
- Dawn: Someone is putting checkin notes (e.g. "Damaged") on EGRN A/V material and she asks that they please stop, and send a paper note with the item instead. Rob added that, in general, libraries should only add checkin notes for their own items. Dawn asked that if you do add a checkin note to please be specific (e.g. your library and the date).

Related: Someone asked if we can enlarge the checkin note. Rob will check.

- Mary Trev said that BETH is starting to get patrons with scanned copies of their library cards on their smartphones, and asked what other libraries are doing about this. The consensus is that they're not accepting these.
- Mary said that the requirement of a "piece of mail" as proof of residence is starting to become a problem, as more people move to online bill paying.
- Rob will ask SirsiDynix if we can show the comment field in Payment History.
- Joe will add patron location to the "item specific requests" report.

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