

**Resource Sharing Advisory Council
April 23, 2014**

Present: Amy Brozio-Andrews (APLM), Rob Carle (UHLS), Marilyn Frone (BETH), Dawn Geurds (EGRN), Sue Hoadley (WSTR), Dale LaGue (TROL), Rebecca Lubin (VOOR), Carol Melewski (RCSC), Virginia Prew (TROY), Mary Trev Thomas (BETH), Joe Thornton (UHLS)

Worn/damaged books – problems caused when they arrive in the delivery: Another reminder needed (Joe will send) for libraries not to check in damaged items.

Collection cleanup opportunity prior to migration (*Lost items*):

- Dawn said EGRN is deleting items lost before 2009.
- Sue said that WSTR is doing the same.
- We will recommend that all libraries purge item records that have been *lost* for more than five years.
- Virginia asked if we could generate a report of barcode, name, expiration_date, and last_loan_date (sorted by patron name) of the patrons who lost the items before we delete them. Joe: yes.
- Rebecca sad that VOOR is “weeding like crazy.”
- Item Group Editor is a useful tool for weeding, and Rob will show how to export its results to Excel.
- Joe will change the [Collection Weeding Report](#) on the [Ad Hoc Reports page](#) so that the results can be output to Excel.

Item Barcode placement – ergonomic considerations: Some libraries put item barcodes on the inside and some on the outside. We probably can’t change that, but we will recommend that all libraries put the barcodes near the top of the page, and away from the publisher’s barcode.

Agency cards – clarify rules for their use: Libraries have different rules, but TROY’s may be typical:

- They’re only used for schools and daycares.
- They have an annual expiration date.
- TROY doesn’t give the cards to the agencies. They keep them at the library.

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