

Lakeland Library Cooperative

Policy, Planning & Services Committee

(10/15/09)

OFFICIAL

- I. The meeting was called to order at 9:40 a.m. by Chairman Steve Dix (um). New members were welcomed. Sign in sheet was passed around.
- II. Moved by Fitzgerald (ol), supported by Bosch (gr) to approve the agenda. Motion carried.
- III. No public comment
- IV. Deb Bose (ng) was appointed new secretary by Chairman Dix.
- V. Motion by Corrandini (ho), supported by Holzwarth (bh) to approve the minutes of September 17<sup>th</sup>, 2009. Discussion/Corrections: Myers (og) noted a correction under item X (VI) 1. The sentence reads: "The portion of a Participating Library's Legal Service Area that was established by a library service not including contracted areas." It should read: "The portion of a Participating Library's Legal Service Area that a library was established to serve not including contracted areas." Corrandini (ho) amended her motion to include the correction, supported by Holzwarth (bh). Motion carried.
- VI. Old Business
  - A. Metafind/Research Pro Conversion

The task force met and VanderWagen outlined their discussion. The group is concerned about OPAC access because Metafind is a hosted service and if OPAC's are limited, Metafind will not work on them. Secondly, there will need to be validation by barcode just like other access programs. Thirdly, the task force will only be recommending full text databases that have general appeal and appeal to children. VanderWagen did not bring the list of titles to be included. In order to proceed, Wilson asked if PPS could delegate the selection decision to the Task Force. Moved by Feriby (sm) and supported by Corrandini (ho) to delegate to the task force the decision as to which databases will be included in Research Pro. VanderWagen will supply a list to PPS. Wilson noted they can always be changed. Motion carried.
  - B. Play Away Fine Rate I Type

Motion by Holzwarth (bh) and supported by Fitzgerald (ol) that VanderWagen will make all Play Away items I Type 111 which is the same as Books on CD. Discussion: VanderWagen will notify MEL these are not hold-able or request-able in MEL. Motion carried.
  - C. Expired Cards Clean Up Policy

Motion by Feriby (sm), supported by Holzwarth (bh) to adopted the language for addition to policy CIRC 2.9 Patron expiration dates.

Discussion: Proposed language changed to add “and provide a report” after last sentence of CIRC 2.9. The addition now reads “Lakeland staff will notify member libraries when expired records have been deleted and provide a report.”  
Motion carried.

Moved by Myers (og) and supported by Kerry (ol) to change language of the fourth sentence in paragraph 1 of CIRC 2.9 to read: “In order for a patron’s renewal date to be changed at a library other than the home library current valid identification showing current address must be presented by the patron and the renewal shall be for no more than one (1) year.” Motion carried.

#### D. ILL Policies (returned by Board 10/8/09)

Discussion centered on ILL Policy 1.1 Definitions 1.1.1: Interloan. Motion by Corradini, supported by Williams for the definition “Any item checked out at a Lakeland Library that is owned by another Library is an interloan”. Motion carried.

#### E. Underfunded Contract Areas

Discussion about the issue: non-resident patron p-types mapped to not allow MEL holds, it is up to the local Library who can use MEL. Some Lakeland libraries are not in MEL. There is a MeL policy already in place. One solution offered: get all townships to support at 0.3 mil. Upshot: based on MELCat Policies a library does not need to provide MELCat to non resident patrons. Wilson reminded the committee that not permitting contract library patrons to place holds electronically in Millennium but only by library staff at the contracting library for the contracting library collection only could be contested by patrons or the Library of Michigan. The committee supported the previous meeting motion to recommend the new policy to the Board for approval.

### VII. New Business

#### A. Meeting schedule approved.

#### B. Administrative Policies Review

Motion by Holzwarth (bh) supported by Myers (og) to add the word staff to AD6.2.7 Authorization of payments. The last sentence will then read: “At the discretion of the Director, two authorized staff signatures may be used to authorize payments of less than \$100.” Motion carried.

#### C. CIRC 2.8 Temporary Card Policy

##### CIRC 2.8 Temporary Patron Registration

Motion by Corradini (ho) supported by Myers (og) to recommend the Temporary Patron Registration Policy changes to the Board for first reading. Discussion: Cards expire in 30 days. Change p-types to not allow holds on temp cards; for contracted service areas set b block. It is possible to have field that indicates contract resident. The language of the policy will read:

“Lakeland will make available a universal temporary library card for libraries to issue to other member libraries patrons or non Lakeland visitors. The issuing library will apply the minimum standards for patron registration as outlined in policies CIRC 2.2.1, 2.3.1 and 2.4 (None of the patron registration exemptions are allowable for temporary registrations.).

Requirements and Services:

1) Temporary library cards will automatically expire ~~60~~ thirty (30) days from the date of issuance.

2) A temporary card can only be issued once system-wide and only at one library with the expectation that the user will return to their home library to apply for a permanent card. Users cannot apply for temporary cards at multiple libraries.

3. A temporary card cannot be extended under any circumstance.

4. ~~A temporary card cannot be extended.~~ Deleted as redundant

4. ~~(5) The temporary card may only be used at the issuing library and does not allow for reciprocal borrowing privileges.~~ Replaced with:

Each participating library may make available a temporary card restricted to use only at the issuing library.

5. ~~(6) Temporary cards will remain in the Lakeland Library Cooperative system patron files for two three (3) years unless fines or fees exist.~~

6. (7) Temporary card data base information cannot be updated by anyone except when the home library issues a permanent card.

7. (8) The issuing library staff will check the patron file database so a duplicate patron temporary card is never issued.

8. ~~(9) No paperwork will be sent to the home library.~~

8. (10) The issuing library takes full responsibility for temporary card users and will retain the registration form.

9. (11) Temporary card holders may not place holds on material and or utilize the interlibrary loan feature.

10. ~~(12) Temporary card holders will not be permitted reciprocal borrowing privileges.~~

10. (13) By local option, libraries may restrict circulation to temporary card holders.

11. ~~(14) Temporary library cards allow the bearer reciprocal borrowing privileges in accordance with CIRC 1.3 (Reciprocal borrowing) at member Lakeland Libraries. Temporary card shall not be issued until the patron has a zero balance.~~

11. ~~For users that require more than 30 days, a non resident card should be issued with the expiration date and charge to be decided locally. "~~

Motion carried.

NR 2.0 Non Resident Policies

Moved by Myers (og) and supported by O'Grady (ma) to recommend policy NR 2.0 Non- resident cards to read:

"2.1 Each non-resident card will expire ~~on December 31 of the year it is issued~~ no more than one year or any lesser period from the date of issue. Participating libraries will decide whether or not to pro-rate any fees collected for cards issued throughout the year."

Motion carried.

VIII. Public Comment:

Dix (um) thanked Williams (mh) for her two years service as PPS secretary.

IX. Motion by Myers (og) supported by Corradini (ho) to adjourn.

Motion carried. Meeting adjourned at 12:30.

Next meeting: February 18<sup>th</sup> 2010 9:30 a.m. at KDL Service Center