

Partners Sharing Group Meeting  
November 19, 2013  
12 Noon

ATTENDANCE:

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BCL -

Bitterroot Public Library – Hamilton-Trista

Darby Community Library – Darby-Wendy

Drummond School-Community Library - Jodi

Flathead County Library & Branches-Patty

Fallon County Library-Diana

Glendive Public Library - Dawn

Hearst Free Library – Anaconda: Mitch

Lincoln County Libraries-Rick

Miles Community College Library-

Miles City Public Library-Hannah, Sonya, Michelle

Mineral County Public Library-

Missoula Public Library & Branches-Honore, Paulette, Robert, Elizabeth

North Valley Public Library – Stevensville-Renee

North Lake County Library District-Marilyn

Plains District Library-Carrie

Rosebud County Library & Branch-Absent

Whitefish Community Library-Joey

MSL - Ken, Melody, Amy

APPROVAL OF MINUTES:

Honore made a motion to approve the minutes of September 5, 2013. It was seconded by Jodi and approved.

UNFINISHED BUSINESS:

MPP (SOP) Committee: Assigned at the meeting in Helena: Jodi Oberweiser, Patty Jones, Elizabeth Jonkel, Robert Mueller, and Kim Crowley. The group will review the Policy & Procedures manual; focusing on updating outdated procedures and adding new procedures for Trace Reports, Long Overdue, Assumed Lost, etc. and correcting any errors within the document. [The group will hold an initial meeting for 1 hour via “GoToMeeting” following a Doodle Poll from Amy to select the most convenient date during the week of December 9th. Ken will send the document which will be accessible on GoogleDocs.]

NEW BUSINESS:

Bitterroot Public Library will be closed to the public next week; however, they will continue to operate. (Including running reports, sending crates, pulling onshelf holds, etc.)

Plains Public Library will be closed for new carpeting January 8-20th. No services will be provided during this time and MSC Partner’s matrix will reflect this.

Patty asked about progress on the changes to permissions and reports that were discussed at the live meeting in September. Melody checked into it and sent the following message: To clarify, the permissions changes were already completed. Those changes limit libraries to only be able to modify their own item records unless they are on the Content Management Committee. However, the reports changes were not made yet. I think I said both had been delayed, but only the reports have not been completed because of the time involved. We will email the group when all of the reports are finished.

Updating Partner Library Cards: Patty initiated discussion about extending privileges on Partner library cards. The system does not allow modification on Partner cards so many libraries modify the due date. Others leave the shortened due date, leaving it up to the patron to contact the home library to renew privileges. One library contacts the home library's circ desk to have the privileges extended during the transaction. Temporary cards also have limits. Most library's patron cards have a 2-3 year limit as well as a limit of 3-6 months for temporary cards.

Recommendation for item types and circ rules: Melody explained the two documents that were emailed this week and expects that the documents will be reviewed and members ready to make a decision at the next meeting. Please visit with catalogers and staff to agree on a set number of item types and an agreed upon checkout period. She further explained that a system wide reorganization will take place within the year.

Honore, Elizabeth, and Paulette had questions and recommendations such as Book/Non Renew simply be Non Renew since other items besides books can be restricted from renewals. Kim suggested that CD Circ and CD Book be CD. Marilyn also had questions about accessories that circulate separately or circulate locally only. There may be a default for libraries that do not have a particular circ rule but other options are available. Policy system names will be changed in batches. They also had questions about Kits that are non holdable - one suggestion was to use "reference" or shadow. It was also suggested that libraries determine in-house/non-circ rules for local items such as computers and e-readers.

With your staff, please look over the discontinued list and circ rules

Rene pointed out that discontinued item types will be changed in batches.

Dawn thanked MPL for sending crates and asked them to suspend sending more for a month.

NEXT MEETING:

January 21 at noon; teleconference

Respectfully submitted by Jodi Oberweiser  
11/19/13