MeLCat Advisory Committee

August 19, 2015
MCLS Boardroom

Attending: Maureen Derenzy (Otsego County), Susan Graff (MSU), Jennifer Cornell (Kalamazoo Public; replacing Melissa Greenfield from KPL), Julie Hayward (WMU), George Marck (DALNET), Darwin McGuire (Genesee District), Lise Mitchell (Grand Ledge Area District), Jack Steward (Pinckney Community Public), Corinne Thompson (Sienna Heights University), Shannon White (LM), Deb Renee Biggs (LM), Debbi Schaubman (MCLS). Other MCLS staff present for selected portions of meeting: Jackie Licalzi, Sean Cwiek, Megan Dudek.

Minutes taken by Susan Graff

3.a. Should there be a time limit on when a lending library can invoice for a non-returned item?

This question arose from a help desk inquiry and refers to MeLCat Policy 8.2 which discusses how much time can pass before a library makes contact regarding a non-returned item. Length of time to invoice is not specifically addressed. Should there be a limit? Consensus at table appeared to be yes. After much discussion it was decided to recommend that length of time for contact (which can just be an overdue notice) be reduced to 3 months and that length of time to invoice be stated as 7 months from due date. If a library invoices beyond this 7 month period, the borrowing library would be able to refuse to pay the invoice.

There may be exceptions related to closures and constructions, etc. Language will be added to take into account such circumstances.

4.a Committee members present at meeting who attended the regional meetings shared impressions, all of which were favorable. Here are some specifics, in my own words:
- The smaller group size seemed to elicit participation in discussion from those who might not speak in larger setting.
- Very evident that public and academic libraries have different perspectives, great to see those compared in small groups.
- There seemed to be less "how to" and more policy discussions. This was seen as favorable.
- A suggestion for future meetings was to switch off, every other year. One year do a regional, next year do a big, central meeting.

5.a. Much information shared and clarified about "Pick Up Elsewhere". Specifically that the service is "Opt In" for the home (or borrowing) library and for pick up location library but that the third party, the lending library cannot opt in or out. Lender would supply regardless of whether they opt in to this service. This does mean that there are work flow issues for each and every library in MeLCat. There are separate paging slips and book bands for this service.

Why is this service being offered? Some reasons are:
- Requests from libraries who are trying to serve patrons that for parts of a year are relocated and cannot get a card from the local library;
- to serve patrons who live in one community but travel frequently within a week to another community
- and for vacationers.

Strongest concerns focused on delivery time and how to get MeLCat patrons to understand the length of delivery time that can occur. Often, 2 weeks is not long enough to receive a book via RIDES.

Other concerns revolved around problem resolution. Clarification of how the information displays was provided.
- For the owning library, there will be detail within the item record that shows the pickup location
- For the patron's home library, the information in the patron record will reflect the selected pick up location.

Policy statements were distributed with one correction being made. There was a request from Debbi for libraries to volunteer to test this service and there was a reminder that other states are doing this with success.

6. Servers that run MeLCat are currently under the control of Michigan Dept. of Technology Management and Budget (DTMB). All the problems that can be imagined are there for MCLS trying to manage a service when they do not have control of the servers. Negotiations are underway to have those servers moved to MCLS control

There is a meeting Sept. 1 that will hopefully result in that agreement. If so, then a very large server migration is being planned.

To accomplish the migration, MeLCat will actually be shut down for about 10 (estimated) business days, likely at the end of November, beginning of December. There are all manner of implications for work flow, patron access, etc. MCLS is asking for ideas on how best to reach patrons to explain this. One idea is a MeLCat book mark to advertise when MeLCat requesting will be off. MCLS will develop suggested wording for posters/web pages.

7. Tabled until December meeting

8. December meeting date, this might be in January, depending on when the server migration actually happens.

There are 6 members of the committee whose terms end:

Maureen Derenzy; Melissa Greenfield; Bethany Kennedy; George Marck; Darwin McGuire; Lise Mitchell

9. New library joining MeLCat – U of Michigan will be joining, sometime in 2016 ; MSU will be announcing the Rovi collection sometime soon, please watch for the announcement. Close to 1,000,000 media items will be available via MeLCat from MSU alone. Siena Heights U. Library is becoming a DALNET Library.

Debbi asks that any library switching to new library software, new Intergrated Library System, let MCLS know well in advance. This type of change is not a quick change in regard MeLCat.

Lib of Mich has a new contract for provision of e-resources, there is information on the LM website (http://tinyurl.com/nsvo2jz)

There are resources that will no longer be part of MeL. If libraries are interested in purchasing through MCLS contact Nancy Kirkpatrick (nkirkpatrick@mcls.org).