Library User's Council Executive Committee Meeting

Meeting Date: May 11, 1999
Issued Date: May 17, 1999

<u>**Attendees**</u>
1. S. Schaefer, Uncle Remus Regional
2. K. Ames, Athens Regions
3. M. Dugan, Dougherty County
4. B. Hutsell, Chattooga County
5. W. Murphy, Flint River Regional
6. J. Golden, Houston County
7. C. Schmidt, Middle Georgia Regional
8. C. Gee, Pine Mountain Regional
9. A. Kaye, Roddenbery Memorial
10. R. Slater, DTAE
11. P. Alligood, DTAE
12. L. Upham, DTAE/Uncle Remus Regional Library
13. M. Richardson. DTAE/OPLS – Meeting Secretary
14. P. Pruitt-Green, DTAE/OPLS – Meeting Secretary

Handouts:
Memo re Results of the ILS Implementation Committees' Work Sessions May 4 – 6

Topics Discussed:

1. **Composition, rotation, administration and hierarchy of the Executive Committee and ILS subcommittees**

- Three year terms
- Three members rotate off every year
- Composition derived from the number of single county libraries and multi-county libraries participating in the project. (Currently of 26 project libraries 10 are single county (38%) and 16 (62%) are multi-county. The percentages result in 4 directors representing multi-county libraries, and 3 directors representing single county libraries. The committee shall also include two directors from libraries intending to participate in the future. These percentages will change as additional libraries participate.)
- A chair and vice-chair shall be elected to a one-year term.
- The vice-chair shall succeed the chair.
- Steve Schaefer was elected as chair for the current year ending June 30, 2000.
- Barbara Hutsell was elected vice-chair.
- When the two non-user libraries terms are up, the Libraries User Council will then elect two potential users that are nominated by the potential users.
- The implementation committees will no longer be called implementation committees. They are now ILS subcommittees representing Circulation, Cataloging and Bibliographic Management, OPAC, and Acquisitions/Serials; two-year terms; future selection will be by recommendations from project library directors.

- Participating libraries will forward any requests, grievances, suggestions for enhancements, etc. to the appropriate committee. The committee will make a recommendation and forward to the Executive Committee for a decision. The Executive Committee forwards with recommendation to Roger Slater and the to-be-identified state librarian
- The Executive Committee highly recommends that the subcommittee members and their respective directors commit to the subcommittee members' attendance at the annual SIRSI Users Group beginning June 2000. Expenses will be the responsibility of the project library sending personnel.
- It was also recommended that consideration be given for project library staff to attend.
- Number 1 of the "Rules for Participating in Centralized Integrated Library System" states that each participating library must "Be a member of the Libraries User Council, represented by the Library Director or designee. The Libraries User Council consists of directors or their designee of the project libraries. A group of nine directors from the Libraries User Council will act as the executive committee.
- The present Executive committee consists of volunteers. Terms that begin July 1, 2000, will be elected. Bylaws committee will determine process.
- Need to establish how a user council member can address the Executive Committee if the member wants redress.
- Steve Schaefer appointed a by-laws committee to report back in 30 days. By-laws committee members are Mike Dugan, Barbara Hutsell, and Charlie Schmidt.
- Mike Dugan was also tasked with documenting the hierarchy of administration and how to address the Executive Committee and Libraries User Council.

2. Funding

- Patty Alligood noted that the ILS project is still a few million short, but the shortage is not yet critical because the project has the funds for the immediate implementation and some items can wait until the next fiscal year
- Kathie Ames asked if there has been discussion as to how libraries that are able to pay for their implementation can participate now. The Executive committee recommended that a procedure be formulated and issued in writing as to how a library can participate if it can pay its own way i.e. "buy-in and plug in."

3. E-rate bid

- Bell South is the winning vendor, however one of the bidders is protesting the award. Assuming satisfactory resolution the Bell South contract will be effective in June, 1999.
- The funding for the initial 98 libraries is included in Y2K money. Whether there is funding for telecommunications for future participants depends on the e-rate.

4. Rules for Participating in Centralized Integrated Library System.

- The copy that Martha Richardson distributed to the committee prior to the meeting was labeled as "Draft". However, the committee said that the rules were approved by all libraries last November so they are no longer "Draft."
- Martha pointed out that there is a discrepancy in what some libraries believed in regard to rule #15, "Agree that overdue notice creation and delivery will be managed

by DTAE." A lively discussion ensued resulting in the motion that all overdue notice ✓
be centralized via DTAE/OPLS and costs billed back to the library. The motion
passed with 8 in favor, 1 opposed.

5. **Recommendations of the ILS Implementation Committees** (from the memo re
    "Results of the ILS....." distributed at the meeting)

Specific recommendation and the adoption or rejection thereof are incorporated in the
"Circulation Policies and Parameters". However, there were other points of discussion or
adoption that need to be noted including:

*   The ILS project libraries will have uniform circulation policies established by the
    application software. This is a condition of participation.
*   Non-residents shall have the same privileges as a resident user. Non-resident is   ?
    defined as a person who lives in Georgia but outside of an area served by a
    participating project library.
*   A parent, guardian, or sponsor may register a child. The local library system can
    interpret who is a guardian or sponsor and should and clearly define in writing the
    interpretation.
*   There will be no minimum age to register a child; registration will be at the request of
    the parent.
*   Proper ID is required to register as a library patron.
*   If a patron does not have his or her library card with them at the time of check out, a
    picture ID with a valid address can be used.
*   There will be a standard sized patron card with both a local and a state logo.   ᛪ
*   The patron record will have three addresses with five lines each. The first address
    will be a mailing address, the second will be a residential address, and the third can
    contain an additional contact or reference. The last three lines of the third lines can
    be used for any information that the local library system chooses.
*   The SIRSI system provides for an alternate ID. The Executive Committee stated that
    this field should be used, but did not specify how at this time.
*   SIRSI has two fields to describe a user's characteristics (User Categories). The
    Executive Committee directed the Project Coordinators to check what statistics
    "come with" the system and check those statistics against what is required by FSCS.
    Once the committee has that information they will be in a better position to decide
    the use of the User Categories.
*   Steve Schaefer appointed Judy Golden, Kathryn Ames, and himself to determine if
    the 4 digit field "Birth Year" should be used.
*   Three overdue notices will be sent. The third notice will be a letter containing the law
    governing overdues, Georgia Code 20-5-53. The committee tabled the question of
    whose signature will be on the letter.
*   The laws that affect public library users should be included in library information for
    the patron along with library policies, hours, etc. The laws should be placed on the
    public library system's web page.
*
The committee tabled until the next meeting questions related to intraregional borrowing
and/or interlibrary loan (items 14 – 16 on the memo "Results of the ILS
Implementation...).

6. Ongoing funding for project

Dr. Roger Slater presented an overview of the funding for the on-going conversion to the centralized system by the non-participating libraries. A discuss concerning the current Y2K funding shortage as well as future funding issues was held with recommendations on how to deal with the funding shortage.

7. Next meeting

The next meeting will be Wednesday, May 26 from 10:00 a.m. to 3:00 p.m., at the Middle Georgia Regional Library in Macon.

CIRCULATION POLICIES AND PARAMETERS

Recommended by the Circulation Committee

Approved by the Administrative Oversight Committee
on Wednesday, May 13, 1999

Library cards for all Georgia residents will be valid for 2-years. These privileges may be extended.

Unless otherwise specified, all patrons will have unlimited charges over the lifetime of their library privilege.

Unless otherwise specified, all patrons may have a total of up to 50 items checked out simultaneously.

USER PROFILES

Sirsi-required user profiles are as follows: ADMIN, ILL, INTRANSIT, LIBRARYUSE, LOST, MISSING, OUTREACH, and TEMP.

ADMIN is a Sirsi-required user profile. It is the profile given to the system administrator. Privileges will be the same as Staff.

ADULT is a patron 18 years of age or over. This patron will be blocked after 10 overdue items and if a total of $10 or more is owed. If Academic Reserves Module is used, patron may charge up to 5 items simultaneously. Patron is billable. Patron may have an unlimited number of holds (this is the UNICORN word for reserves).

CLASS is a classroom use profile. It has a 1-year privilege limit. This user may have a total of up to 50 items checked out simultaneously. The user will be blocked after 10 overdue items and if a total of $10 or more is owed. If Academic Reserves Module is used, the user may charge up to 5 items simultaneously. User is billable. User may have up to 15 simultaneous holds.

ILL is a Sirsi-required user profile. It is the profile for libraries to which we loan books. User has no privilege limit. Users may have an unlimited number of items checked out simultaneously. The user presently has no blocks assigned to it. User is not billable. User may have an unlimited number of holds.

JUV is a patron under 18 years of age. No minimum age restrictions. This patron will be blocked after 10 overdue items and if a total of $10 or more is owed. If Academic Reserves Module is used, patron may charge up to 5 items simultaneously. Patron is billable. Patron may have an unlimited number of holds.

LIBRARYUSE is a Sirsi-required user profile. It is a profile used for library functions.

NON-RES is for persons who reside in the state of Georgia, but outside of the areas served by the participating libraries. These persons also want full library privileges at one (or more) of the project libraries. This is considered to be a user that will only last as long as there is an existing non-participating library. This patron will be blocked after 10 overdue items and if a total of $10 or more is owed. If Academic Reserves Module is used, patron may charge up to 5 items simultaneously. Patron is billable. Patron may have an unlimited number of holds.

OUTOFSTATE is for patrons who reside out-of-state. Privilege fee is $25. Privilege limit is 1year. This patron will be blocked after 10 overdue items and if a total of $10 or more is owed. If Academic Reserves Module is used, patron may charge up to 5 items simultaneously. Patron is billable. Patron may have an unlimited number of holds (this is the UNICORN word for reserves).

OUTREACH is for outreach users such as homebound patrons. This user may have an unlimited number of items checked out simultaneously. The user presently has no blocks assigned to it. User is not billable. User may have a total of 15 simultaneous holds. If Academic Reserves Module is used, user may not check out reserves. (NOTE: Most academic reserves would be inhouse use only.)

RESTRICTED is a patron with some type of restricted library use. Privilege limit is 1 year. This patron may have only 2 items checked out simultaneously. This patron will be blocked after 1overdue item and if a total of $0.01 is owed. If Academic Reserves Module is used, patron may charge up to 2 items simultaneously. Patron is billable. Patron may have up to 5 simultaneous holds (this is the UNICORN word for reserves).

STAFF is a patron who works in the library. This patron has no blocks assigned. If Academic Reserves Module is used, patron may charge up to 50 items simultaneously. Patron is billable. Patron may have an unlimited number of holds (this is the UNICORN word for reserves).

TEMP is a person who works in the area for a limited period of time, but resides outside of the state. Privilege limit is 6 months. Privilege fee will be ½ of the fee charged for OUTOFSTATE patrons. This patron may charge up to 5 items simultaneously. This patron will be blocked after 1overdue item and if a total of $0.01 is owed. If Academic Reserves Module is used, patron may charge up to 0 items simultaneously. Patron is billable. Patron may have up to 5 simultaneous holds (this is the UNICORN word for reserves).

LAM Fee for laminating

LOST Fee for lost library materials

MAINTFEE Fee for room cleaning

MISC Miscellaneous charges

MISC2 Other miscellaneous charges not thought of

OVERDUE Overdue materials

PRIVILEGE Fee for library privilege

PROCESSFEE Fee for processing lost library materials

SALE Sale items

BILLING STRUCTURE

Name	Description	Overdue Fee	Maximum Overdue Fee
EQUIPMENT	Fine for overdue equipment	$1/day	$25.00
HOURLYRESV	Fine for overdue hourly Academic reserve materials	$.50/hr.	$10.00
ILL	Charges for interlibrary loan	$.50/day	NONE
NEWBOOK	Charge for new book	$.10/day	$10.00
NOFINE	No fines charged	$.00/day	NONE
OVERDUE	Fine for overdue material	$.10/day	$10.00
OVERDUE1	Fine for overdue materials High-demand	$.50/day	$10.00
OVERNITES	Fine for overdue overnight Academic reserve materials	$.50/day	$10.00

Action Items and Assignees

1. Provide a written response for libraries that can pay their own way and want to participate in the ILS project. Patty Alligood