

## 2016 ILL Subcommittee Meeting Minutes – Draft

Tuesday, October 18, 2016 – 1 p.m.

Sun Prairie Public Library  
And GoToMeeting

1. Introductions/Call to Order
  - a. Meeting called to order at 1:02 p.m. by Jean Anderson
  - b. Attending: Jean Anderson, SCA; Heidi Oliveresen, SCA; Martin Alvarado, MAD; Kathy Wolkoff, MAD; Ramona Witte, MCM; Nancy Myers, MRO; Cindy Stankey, SUN; Diane Lang, STP; Jenny Carr, MID; Marylu Silka, ACL; Patti Steele, MFD; Joan Wheeler, BAR
2. Changes/Additions to the Agenda
  - a. Other (b) Policy on requesting copies for book groups when we own copies
3. Approval of the minutes from March 29, 2016 meeting
  - a. No changes, approved by consensus
4. OLL Update (Kathy Wolkoff and Martin Alvarado)
  - a. Mary Fahndrich is now a Community Engagement Librarian. Martin Alvarado is the new Library Assistant in this position. He's been with MAD for 16 years and is currently in the Milwaukee SOIS program – Welcome Martin!
  - b. In response to National and State ILL Guidelines for due dates, the cushion used in ILLIAD is no longer needed. The due date on the paperwork is the date the item is expected at the borrowing library (that is, the date the patron must return it to *you*. You might choose to add some cushion to the date you give the patron, but the stated due date is no longer the date it is due back at the *lender*). The Notes section reflects the actual patron due date. If you see a mis-matched dates, let Martin or Kathy know. (See examples at end of minutes.)
  - c. Tape on ILL/OLL items: This topic came up at the ILL meeting in Verona earlier this year. Discussion about what we do/don't do and sharing of ideas. [Wisconsin](#) (see section 3.18) and [National ILL Guidelines](#) (see section 4.9) are strongly against using tape on borrowed items.
    - i. Hard to loan AV items without using tape. Ideas? Rubberband items twice – both ways and then put the tape on the slip, not on the item.
    - ii. MAD keeps ILL paperwork with item when circulating item to patron. Other libraries keep the paperwork filed at the library, not with the item.
    - iii. Plastic see through pouches with strings with the item and the generic OLL barcode inside. They use for all formats
    - iv. Jean will email ILL list for additional ideas and we'll decide on a best practice at a future meeting
5. Wiscat Project Update

- a. Thanks to Tim Drexler at Delivery, Wiscat items are being sorted at Delivery and going to the requesting library without a layover in Madison. If you see any issues or problems, let Kathy or Martin know.
  - b. Feedback on how it's going:
    - i. MFD: They work great – no mailing required! Slips are awesome.
    - ii. STP: Requests were stalling on a few items and they've been talking to RL&LL. 4 day wait problem. Sometimes they stick on one library for longer than it should and not moving into the next library.
    - iii. MAD – borrows differently on Wiscat than you because of Illiad and sometimes things seem to get stuck.
    - iv. MID– going very well. Come quickly for the most part. The hang-ups happen every once in a while and she switches over to OCLC. Nice having the two options.
  - c. RL&LL – price will be increasing at some point. Keep at current price for 2017 but for 2018 the price will be increasing. The model will be changing – options haven't been settled on as of yet. Still in negotiation.
6. Minitex update:
- a. Only items borrowed from Minitex libraries can be returned via delivery. Items from other ND, SD, and MN libraries need to be shipped directly to them. Check your paperwork; items that list MII as the lender can go back addressed to MII via delivery. Items with paperwork listing any OCLC lender symbol other than MII need to be sent back via mail or UPS. Do not rely on the information found at the following links to be accurate. MII confirms that they are out of date.  
<https://www.minitex.umn.edu/Delivery/>  
<http://www.minitex.umn.edu/Delivery/Libraries/>
7. Other business:
- a. Statistics: Kathy has revised the format for the monthly statistics that includes Wiscat. The updated and revised report includes lending and borrowing from all sources. Kathy will begin using the new format in January of 2017.
    - i. Jean currently receives the monthly statistics from Kathy and shares them with the SCLS director for the SCLS Annual Report. Jean asked for input about sharing these reports more widely.
  - b. Policy on requesting copies for book groups when we own copies was discussed. Issue came up as a library needing multiple large print copies for a book group requested additional copies via OLL. Do [state ILL guidelines](#) address format? (see sections 3.15 and 4.6). Koha has a policy for not permitting book groups to place holds on high demand/new items. Kathy and Jean will develop a response for this issue.
8. Next meeting date:
- a. Jean will send out a Doodle poll for an online meeting in February or March of 2017.
9. Meeting adjourned at 2:50 p.m.

Due Date Example:

Accept Alternate Edition		
Due Date	12/30/2016	This is the date the customer needs to get the item back to your library.
Renewals Allowed?		
Max Cost		

Notes		
Date/Time	Added By	Note
11/23/2016 3:50:35 PM	ma	for Adams County PL
11/30/2016 5:32:23 PM	ef	Received one PB from Outagamie

Tracking	
Date/Time	Status
11/21/2016 11:32:20 AM	Submitted by Customer
11/21/2016 11:32:20 AM	Awaiting Request Processing
11/21/2016 11:32:20 AM	SCLS Awaiting Request Processing
11/23/2016 3:48:12 PM	Request in Processing
11/23/2016 3:50:40 PM	Request Sent
11/30/2016 5:32:24 PM	Awaiting Post Receipt Processing
11/30/2016 5:32:24 PM	Checked Out to Customer
12/31/2016 5:14:42 AM	Awaiting Overdue Processing
1/3/2017 9:47:01 AM	Checked Out to Customer

Due Date with Renewal Example:

Due Date	2/10/2017	
Renewals Allowed?	No	
Max Cost		

These dates should match; let us know if they don't.

Notes		
Date/Time	Added By	Note
1/3/2017 12:02:07 PM	System	Renewal Due Date: 20170210

Tracking	
Date/Time	Status
12/6/2016 6:48:12 PM	Submitted by Customer
12/6/2016 6:48:12 PM	Awaiting Request Processing
12/6/2016 6:48:13 PM	SCLS Awaiting Request Processing
12/8/2016 5:05:27 PM	Request in Processing
12/8/2016 5:10:55 PM	SCLS Awaiting Request Processing
12/8/2016 5:14:54 PM	Request in Processing
12/8/2016 5:17:48 PM	Request Sent
12/13/2016 3:50:43 PM	Awaiting Post Receipt Processing
12/13/2016 3:50:43 PM	Checked Out to Customer
12/29/2016 3:42:22 PM	Renewal Requested
12/29/2016 3:45:48 PM	Renewed by ILL Staff to 2/10/2017
12/29/2016 3:45:49 PM	Checked Out to Customer
1/3/2017 12:02:07 PM	Awaiting Renewal OK Processing