

Multi-part DVDs Packaging Workgroup Steering Group Agenda
December 7, 2021, 3 pm
Phone/video conference

Meeting Documents:

To phone into this meeting call 1-866-226-4650, use access code 461-0415-2019

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Present: Chris Baker, Tom Campbell, Katrina Linde-Moriarty, Eric Norton

1. Call to Order: 3 pm

- a. Introduction of guests/visitors
- b. Changes/Additions to the Agenda: none

2. Approval of previous meeting notes: 11-02-2021

- a. **Motion to approve Chris Baker; 2nd Tom Campbell**
- b. **Motion carried**

3. Action Items

4. Discussion

- a. Change in Timeline: Present information at March 17, 2022 All Directors and directors vote at May 19, 2022 All Directors meeting, or cluster reps vote at April or June IC
 - i. Presenting information, but not a recommendation. This group would gather information on the various issues and prepare a report to the All Directors meeting in March. We are pretty sure that this motion will pass. Perhaps something to focus on is retro vs. not retro.
 - a. Proposed vote: should the multi-part DVDs circulate as one.
 - b. Proposed second vote: should we move forward with retro or no retro.
 - ii. Steering Group meetings
 - 1. January 11, 2022 at 3 pm (note: was January 4)
 - a. Review the draft survey
 - b. Present the survey at the next large group meeting
 - 2. February 2, 2022 at 3 pm
 - a. Start to work on presentations
 - b. Assign topics to each steering committee member
 - 3. March 1, 2022 at 3 pm: prepare for presenting information at All Directors

- iii. Work Group meetings: 3 meetings TBD in January and February
- iv. Plan:
 - 1. Go to other libraries that are circulating as a set and ask them some of the questions
 - 2. Gather information and present it for each topic:
 - a. Circulation numbers and impact on funding
 - i. Can we say anything useful?
 - ii. All libraries will be making the change at the same time, so potentially the change in circulation would be similar for all libraries.
 - iii. There is no good way to assess if circulation will go up or down.
 - iv. Share Mark's information about the formula
 - v. Run reports of checkout by PSTAT, ITYPE, etc. and each library could run that through their
 - vi. 12/7/2021 Summarize Mark's information. We believe that it will remove this concern from the table.**
 - vii. 12/7/2021 Vicki will ask Mark to articulate the report request to Cindy and Jodi.**
 - b. Patron accessibility and desire
 - i. There is probably not enough time to do a patron survey.
 - ii. Monticello just went through the process of separating the sets and there were patrons that missed this.
 - iii. Is this decision something that patrons would not want? Most likely this will be preferable.
 - iv.
 - v. There is probably no way to assess this before the information is presented.**
 - vi. Offering sets to circulate more closely approximates the streaming experience that people expect.**
 - c. Packaging, organization, space
 - i. Ask other libraries:**
 - 1. how do you handle very large sets?**

2. Do you have procedures and guidelines on packaging that you can share?
3. How are the items packaged?
- ii. Money savings:
 1. Copying the inserts
 2. Fewer barcodes
 3. Dymo labels
- iii. Packaging
 1. MNT Flexible cases with place for paperwork (can expand); would need to purchase expanding ones
 2. Ask libraries: what packaging do libraries use
 3. Would there be funding available to help libraries?
- iv. Free up shelf space (especially if retro is done)
- d. ILS adjustments
 - i. Can we get the patron 14 day loan period?
 - ii. Ask libraries in other systems: what is the circulation period?
- e. Delivery
 - i. Vicki will ask them how would circulating sets together impact delivery?
- f. OLL/ILL Processing
 - i. This will be an improvement and will match how the rest of the state does this.
 - ii. LSTA funds for packaging and retro!!!!!! And RFID tag
- g. Cataloging
 - i. Ask libraries: how do you handle when two different parts of the same season come out at different times.
 - ii. There might be series from different regions that are broken out differently when there are fewer discs.
 - iii. Can they share their cataloging guidelines
 - iv. Do they handle movie sets differently than TV series?

- h. Lost items
 - i. **Ask libraries in other systems:** Question to ask libraries already doing this? What does a library do when a set is lost? Do you withdraw the sets? Can you purchase individual discs.
- i. Hold Wait times
 - i. **Ask libraries in other systems:**
 1. What is the hold wait period like?
 2. How many copies do you have per number of holds?
 3. Compare holds on a popular title such as the Queen's Gambit, the Crown, This is Us, or other popular titles. **Look at our purchase alert report to get samples.**
 - ii. **Will need to adjust the Member Purchasing Responsibility**
- j. Change with no retro conversion
 - i. Is there any way to sort differently
 - ii. Can we suppress the records that were cataloged a certain way (weight). Perhaps the record with the sets packaged together would be on top.
 - iii. Could the record results be displayed by the most available copies at the top.
 - iv. If there is a mix, libraries would not link to the old retro records.
 - v. Cataloger's perspective on retro. There would not be a huge impact going forward. If there were retro, it would be collapsing records that have been cloned which is not that difficult. He has been working on splitting catalog records for Marshfield.
 1. Records would be merged together. Older records have individual information. Newer records have the set information, so after the merge there would be a lot of information. This has been the case for about 10 years.
 2. Next libraries would need to repackage their items.

3. Mixed:
 - a. From the cataloging end, having a mix would not be difficult as it is just an extra record.
 - b. Create problems for OLL / ILL
4. Reasons for doing retro:
 - a. Educate patrons on how their library is to place holds on TV series one way for older titles and another way for new titles.
 - b. Old TV series, like Friends, will be in database one way. If a new set is purchased and it doesn't match, it would have to be a new record with the items packaged together. In theory, this could happen today but we have guidelines. If the option is to create one record, it may not be as clear.
 - c. Series sets—some break out evenly, but some don't.
- 5. Use of SCLS extra funds for retro conversion**
- 6. Data on number of TV discs per library (TV series is probably 90%)**

5. Plan for Next meetings:

- a. Present the findings to the bigger work group for response and filling in the gaps
- b. Katrina is on AC and will advocate for taking this to the clusters; need to start thinking about this now

6. Adjournment

Tools:

Evaluation Matrix:

<https://docs.google.com/spreadsheets/d/11Q8EKE2ZIC75z86hsG1HdnnbWOXW6ASdWt9v43LeuI0/edit#gid=0>

For more information about the Multi-part DVDs Workgroup, contact Vicki Teal Lovely.

SCLS staff are available to attend cluster meetings to share information and answer questions pertaining to this committee meeting and other departmental projects.

Multi-part DVDs Workgroup/Steering Group/Agenda/11-02-2021