

MHLS Directors Association

Business Meeting of Thursday, February 3, 2022

Action Item #2: Update to Resource Sharing Standards: Management & Reports, section 1

Background: A clarification of access to logins for the ILS. The committee reviews the [Resource Sharing Standards](#) regularly and moved this section up to respond to the request.

Issue: The Management & Reports, section 1 of the Resource Sharing Standards, currently titled “Updating passwords” was reviewed by the resource sharing committee and found to need wording updates. The section has expanded over years to include items outside of the scope of the section title. As part of the review and, the committee reorganized the order of the elements and updated the language for clarity and purpose.

Recommendation: The committee recommends the following changes to the Management & Reports, section 1, previously called “Updating Passwords”.

Proposed Language:

Management & Reports

1. Managing ILS user access

- a. Directors or their designees are the only people who can request new user accounts or edits to current user accounts in the shared ILS and related platforms. A designee may be identified by the Director in writing to the Technology Operations Manager of MHLS.
- b. Sierra passwords need to be changed regularly, at least every six months
- c. Logins shall be removed when you have had a staff member leave your employment.
- d. Logins will begin with the library 3 letter code.
- e. Each library will maintain at least 3 sets of initials and passwords for ILS. The logins will have staggered levels of authority. A higher level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level.
~Amendment approved by Directors Association 12/7/07
- f. Each Sierra user should have an individual username and password. *~Amendment approved by Directors Association 8/7/12.*
- g. Group Logins may only have such permissions as designated and periodically reviewed by the Resource Sharing Committee and viewed in [Appendix A](#). *~Amendment approved by Directors Association 9/10/14. Reviewed 1/27/22*
- h. Group login passwords are changed upon the departure of any individual with access to the login. *~Amendment approved by Directors Association 9/10/14.*
- i. Any change to the ILS that facilitates rapid and effective switching of users shall prompt the immediate discontinuation of group logins. *~Amendment approved by Directors Association 9/10/14.*
- j. Any loss, damage or issue arising from access to the ILS and related platforms, shall be the liability of the library. *~Amendment approved by Directors Association 9/10/14.*

Status: Discussed at the January 27 meeting of the RSAC. Action item at the February 2022 DA meeting.

Effective Date: Immediately

Action Item #3: Discontinuation of General Material Designation (GMD) in MHLS Catalog Records

Background: RDA (Resource Description and Access) is the current cataloging standard, and has been for over a decade. This standard no longer includes the GMD terms such as [videorecording], [sound recording], [realia], etc. within the main title field.

Issue: The GMD terms are legacy remnants that are no longer relevant withing our catalog. In cases like *electronic resource*, it creates ambiguity with what we now consider eResources to be.

Recommendation: MHLS catalogers should Remove all instances of GMD terms in existing records, including [videorecording], [sound recording], [electronic resource], [kit], [realia], [cartographic material], [microform], [vertical file], [braille], & [picture]. MHLS Cataloging staff should not include GMD terms in any new records cataloged going forward.

Status: Discussed at the January 27 meeting of the RSAC meeting. Action item for February 2022 DA meeting.

Effective Date: Immediately

Action Item #4: 2023 Assessment Table Rolling Three-Year Average Dates

Background: Three-Year Rolling Average Dates used for Circ and Holds computation are typically the prior three years

Issue: Libraries were not open equivalent hours and given volatility of usage during 2020-2021, it would be an unfair comparison to use those dates in the methodology

Recommendation: To move forward, for another year, with using 2017-2019 as the Three-Year Average for the 2023 Table

Status: Discussed at the January 13, 2021, May 19, 2021, and October 20, 2021 SSAC Meetings. Action item at the February 2022 DA meeting.

Effective Date: January 1, 2023

Action Item #5: OverDrive Reciprocal Lending Agreement with the Upper Hudson Library System

Background: See background explanation provided in [November 2021 Agenda Attachment, Action Item #5](#)

Issue: The Upper Hudson Library System is amendable to an RLA with MHLS.

Recommendation: To authorize MHLS staff to move forward with an agreement with UHLS using the following parameters in the agreement:

1. Visiting patrons will not be allowed to recommend titles for purchase
2. Visiting patrons will not be allowed to place holds on titles
3. Visiting patrons will be allowed to check out metered titles
4. Visiting patrons will not be allowed to check out CPC titles.

Status: Discussed at the 8.21.2020 Central Library/Collection Development Advisory Committee Meeting; 9.2020 DA meeting; 9.2021 DA meeting; 10.20.2021 SSAC Meeting; 1.25.2022 SSAC meeting. Action item at February 3, 2022 DA meeting.

Effective Date: Immediately