

ILL TECHNICAL GROUP MEETING

Thursday, May 27, 2021
Meeting Virtual Via Zoom
9:30 AM

Join Virtual Meeting in Zoom

URL: <https://us02web.zoom.us/j/86962648270?pwd=TG1oUkMxMUUpoRFVHMDU0VUpGckVzU>

T09

Meeting ID: 869 6264 8270

Passcode: 994507

AGENDA

1. Call to Order
2. Approval of Minutes from February 25, 2021
3. Reports
 - a. Chair: Jeanie Kennedy (Lake Forest)
 - b. Vice Chair: Vacant
4. CCS Staff Reports
 - a. Mieko Fujiura-Landers
 - i. New patron statistical class codes
 - ii. Updated headings for undocumented immigrants 5 min
 - b. Debra Wischmeyer
5. New Business
 - a. How does your library handle Lost/Lost & Paid ILL items (Mieko) 10 min
 - b. ILL Tech Group Updates for FY 21-22 5 min
 - c. (Discussion) Revamping ILL requests (Laurie – McHenry) 20 min
 - i. How do other libraries process/obtain ILL requests
 - ii. Procedure after request has been placed.
6. Adjournment

Please note the minutes from the last meeting are attached.

ILL Technical Group Meeting Minutes

February 25, 2021

Via Zoom

1. Call to Order: 9:31 a.m.

2. Approval of Minutes: L. Neidorf (WLK) motioned to approve the meeting minutes from January 23, 2020 Tony Letrich (Park Ridge) seconded. Minutes approved.

3. Reports:

a. Chair: Jeanie Kennedy (Lake Forest)

Vacancy for Vice –Chair and Secretary. Zoom visit of RAILS Mark Hatch and Demond Warfield.

b. Vice Chair: Stephanie Klemp from Highland Park volunteered, Maryellen Essig, Niles-Maine District Library volunteered for Secretary.

4. CCS Staff Reports a. Mieko Fujiura-Lander--none b. Debra Wischmeyer---none

5. NEW BUSINESS:

a. Rails Presentations and Updates

i. Changes in Delivery Quarantine Requirements – Mark Hatch: Mark Hatch talked about best practices and Help desk email. Please communicate to the help desk--
railsdelivery@railslibraries.info

Precautionary measures taken by RAILS and CTL Staff – Mark Hatch

ii. Precautionary measures taken by RAILS and CTL staff. Demond Warfield mentioned quarantine time has been reduced to 24 hours. Talked about best practices for COVID-19 RAILS has instituted in their workplaces and the vans. Tom Nickelson at CTL was on the phone. Similar protocol, sorters wear masks and gloves.

b. Election of Officers ---Mieko went through responsibilities of Vice-chair and Secretary.

Stephanie Klemp (Highland Park) nominated for Vice-Chair, Maryellen Essig (NMDL) nominated For Secretary. Voted as a slate. All Approved.

c. Presentation of Item- level holds vs Title-level holds. (Debra/CCS) Best Practice is always to choose a title-level holds. Recommends placing a free-text block in item record for lost items, withdrawn or unfillable hold. If an item becomes available, the hold still says it is unfillable. Can

use the “fill now” if you have the item. Louise mentions item-hold report. Free text box needs to be manually removed.

d. Discussion: Who at your library handles questions regarding intra-CCS loans vs out-of-system CCS loan? From the contact list it appears most handle both.

e. Discussion: Handling of overdue OCLC items. Extending “COVID kindness.” Everyone has been very lenient due to the mail issues. Some are never reaching their destinations. A year is when most are sending overdues.

f. ILL items and reporting: How do you report your ILL statistics. Highland park, Lake Forest use WorldCat OCLC. statistics. Some use CCS for board reports. Many do it manually or in a spread sheet.

g. Share vs OCLC borrowing. How often does your library use Share Programs vs WorldCat OCLC?

Share was not used by anyone.

h. Leap Outreach Services. (Meiko /CCS) Presentation of the Leap Outreach function in Leap.

i. Follow-On Searching in the PowerPac (Mieko/CCS) Presentation of the Follow-On searching for the PowerPac.

j. What to do about duplicate records. (Angy/DPK) merge records if duplicate barcode. If you run into a block or different barcode, send it to CCS.

k. Jackie passed on adding note to item record for minor damage.

j. Discussion of Switch games missing.

6. Adjournment Motion to adjourn (11:02) Jackie Janavicius (LVK) moved the meeting be adjourned, Louise Neidorf (WLK) seconded.

ATTENDEES

Algonquin Wendy Theehs

Cary Area Susan Boldt, Cheryl Allen

CCS Mieko Fujiura, Debra Wischmeyer

Crystal Lake Julie Gibson

Des Plaines Angy Walker Elliott Rowe



Ela Laurie White, Lori Sollenberger

Evanston Absent

Fox River Valley Keri Carroll

Fremont Karen Bolton, Joyce Cumberland

Glencoe Danny Burdett

Glenview Karen Kee, Yelena Dereka

Grayslake

Highland Park Tiffany Pruitt, Ginnie Vehlow, Annette Santello Stephanie Klemp

Huntley Donna Klehr, Denise Wahl

Indian Trails Absent

Lake Forest Jeanie Kennedy

Lake Villa Jackie Janavicius

Lincolnwood Absent

McHenry Absent

Morton Grove Absent

Niles Maryellen Essig

Northbrook Andi Goese

Park Ridge Tony Letrich

Prospect Heights Sophia Bochula Betty Shubeck

RAILS Mark Hatch Demond Warfield

Round Lake Alisha Smaby Jian Rao

Wilmette Kim Hegelund Louise Neidorf Amy Yung

Winnetka Absent

Zion-Benton Paula Pavelski