

## **ILL Technical Group Meeting**

May 27, 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 February 25, 2021 Keri Carroll (DUK) seconded. Minutes approved.

3. Reports:

a. **Chair: Jeanie Kennedy (Lake Forest)**

b. Vice Chair: No Report

4. **CCS Staff Reports**

a. **Mieko Fujiura-Lander**—New Patron statistical Codes : Non-resident fee waived for kids & Non-resident fee waived for Veterans. Use for patrons who are eligible for fee waived non-resident cards. Stat. codes used purely for statistics.

Mieko demonstrated how to update the CCS Directory. Go to CCS website-Contact-CCSDirectory-Update Directory. From there you can also Download the directory.

b. **Debra Wischmeyer**—Updated Headings for undocumented immigrants.

Remove illegal immigrants and replace with undocumented immigrants and non-citizens. This will take effect June 7. Addition of thesaurus for LGBTQ headings. Link to this resource in CCS newsletters.

5. **NEW BUSINESS:**

a. How does your library handle Lost/Lost & Paid ILL items? CCS has no formal procedure. CCS is looking for common procedures to recommend Best Practices.

b. ILL Tech Group Updates for FY 21-22. Abbreviated schedule for ILL Technical Group. Virtual through 2021. August will be virtual. ILL dates will be released in the coming month. August is tentative for Aug 26 at 9:30am. Proposal that current officers maintain their positions. Tabled until it can be announced that there will be a vote on FY 21-22 officers.

c. Discussion Revamping ILL requests.

i. How do other libraries process/obtain ILL requests.

Spread sheets with colors. Trying different ways to go paperless.

ii. Procedure after request has been placed.

Colored Tape used for designating ILL items coming in and going out to patrons.

Keep ILL items behind circ desk due to different due dates and self-checkout.

Reminder of the 5 of 5 Rule.

6. Adjournment

Motion to adjourn (10:15) Maggie Rodriguez (RLK) moved the meeting be adjourned, Paula Pavelski(ZIK) seconded.

Attendees:

Algonquin	Wendy Theehs
Cary Area	Cheryl Allen
CCS	Mieko Fujiura,
	Debra Wischmeyer
Crystal Lake	Absent
Des Plaines	Angy Walker
	Elliott Rowe
Dundee	Keri Carroll
Ela	Absent
Evanston	Absent
Fox River Valley	Absent
Fremont	Joyce Cumerland
Glencoe	Absent
Glenview	Absent
Grayslake	Tiffany Pruitt,
Highland Park	Absent
Huntley	Donna Klehr, Pamela
	Kampwerth
Indian Trails	Patti
Lake Forest	Absent
Lake Villa	Jackie Janavicius
Lincolnwood	Barbara Friedman
McHenry	Laurie
Morton Grove	Absent
Niles	Maryellen Essig
	Athena Crouse
Northbrook	Andi Goese
Park Ridge	Absent
Prospect Heights	
	Betty Shubeck
	Ann Thomas
Round Lake	Maggie Rodriguez
	Jian Rao
Wilmette	
	Louise Neidorf
Winnetka	Courtney Volny
Zion-Benton	Paula Pavelski