CCS/ILL Technical Group
August 26, 2021 9:30-11am
VIA Zoom
Minutes recorded by Maryellen Essig, ILL -Tech 2021-2022 Secretary

Attended by M. Fujiura-Landers (CCS), B. Husak, W. Theehs (ALK), S. Boldt (CPQ), A. Walker, E. Rowe, (DPK), L. White (EAK), K. Carroll (DUK), Y. Dereka (GVK), S. Klemp (HPK), D. Klehr (HUK) P. Buehler, N. Smyrnova ( WGK), J. Kennedy (LFK) L. Rex (MJK), M. Essig (NIK), A. Goese (NBK), A. Rachmaciej (PRK),
A. Thomas, S Bochula, B. Shubek (PHK), M. Rodriguez, A. Smaby (RLK) M. Cegielski, K. Hegelund (WLK),
P. Pavelski (ZIK)

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

2. **Additions to the Agenda:** There were 2 additions to the agenda.
 P. Buehler will present how Indian Trails processes their overdue materials.
A. Thomas from Prospect Heights talk about RAILS transit tickets.

3**. Approval of Minutes:** M. Rodriguez (RLK) motioned to approve the minutes from May 27, 2021 and P. Pavelski (ZIK) seconded. Minutes Approved.

4. **Vote slated candidates to continue for 2021-2022 ILL/Tech Group Year**: M. Rodriquez (RLK) motioned to retain the current slate of officers. P. Pavelski (ZIK) seconded. Slate approved.

6. **CCS Staff Reports/Updates:** M. Fujiura-Landers (CCS) updated info on a bug in 6.7 when unlocked ILL request format field disappears, will be fixed in 7.0 Update. It is scheduled for late fall, early winter.
CCS Updated website will combine all 3 resources into one portal and users will be able to bookmark their favorite pages. New login will be RAILS L2 login. Check your RAILS L2 login.

7. **New Business** : M. Fujiura-Landers filling in for D. Wischmeyer, no new business from CCS.
 A. **RAILS ending support for SHARE Illinois**. M. Fujiura-Landers presented power point on SHARE Illinois update. Support will end October 30, 2021. Group felt that it was important to maintain the service.
 B. **Refresh entering/modifying out-of-system accounts in Leap.** M. Fujiura-Landers presented a power point reviewing how to create and modify OOS records. Here is the link with the documentation. [https://www.learning.ccslib.org/ill-libraries](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.learning.ccslib.org%2Fill-libraries&data=04%7C01%7Cmessig%40nileslibrary.org%7C280c8e91cba04db7907908d968ae85fc%7C61613fe9b3d0469ab60fc4c8cb0665f1%7C0%7C0%7C637655921065800194%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GcDiozUhRoIQYqDNvlc4%2BQGAGyQX9rArhi25r85mlI0%3D&reserved=0) Mieko said feel free to change when you see a discrepancy. When merging duplicate records go ahead and do it if you feel comfortable just merge with the native record. If you want open a ticket in CCS and have them merge the records. Discussion on how to divide up a long library name. 2 points are going to be taken to the ILL Advisory board –how to divide up long library names and the use of parenthesis.

 C. **Book Clubs at Your Library (Discussion)** J. Kennedy gave a comprehensive background from the ALA regarding book discussions. Discussion about who has collections, how they are displayed, chosen and distributed.

 D. **Processing of all overdue materials:** P. Buehler (WGK) walked through how Indian Trails processes overdue ILL items. First call member to let them know it is overdue. They ask lending library for renewal. Then they will ask for an invoice if overdue for 14 days. Or they will ask how much replacement cost is and notify patron. Then they send a letter to the patron thus avoiding issues with incorrect emails. Once Indian Trails has paid for item they will not take it back. (when the board has signed check). Typically, the item comes back. Lake Forest is following a similar process. Reminder that Amazon has a text book rental service.

E. **RAILS transit tickets:** A. Thomas, (PHK) Please write tickets legibly to insure items get to the correct library. Members reporting frequent misdirected items. RAILS has asked that you fill out a ticket to keep track of misdirected items. : [https://www.learning.ccslib.org/library-codes](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.learning.ccslib.org%2Flibrary-codes&data=04%7C01%7Cmessig%40nileslibrary.org%7C280c8e91cba04db7907908d968ae85fc%7C61613fe9b3d0469ab60fc4c8cb0665f1%7C0%7C0%7C637655921065810188%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Sl3VzDWXAvD7rXOHB3TkD%2Bo6%2BvSlIUVgJR9ICYi%2BtKU%3D&reserved=0) link to list of library codes.

8. **Adjournment**
 Motion to adjourn (10:57) J. Janavicius (LIK) moved the meeting be adjourned, A. Thomas (PHK) seconded.