Database Management Minutes - DRAFT
Thursday, March 3, 2022

1. **Call to Order by Kate Hall (Northbrook), 9:31 AM**
2. **Roll Call/Introductions**

Kate Hall, Northbrook (Chair)

Alex Todd, Prospect Heights

Joel Beverly, Fremont

Arianne Carey, Niles-Maine

Catherine Eilers, Highland Park

Calah Goehring, Huntley

Belinda Husak, Algonquin

Sarah Kaminski, Northbrook

Romi Pekarek Smith, Glenview

Anastasia Rachmaciej, Park Ridge

Jessica Thomson, Wilmette

Richard Wozniczka, Niles-Maine (joined at 9:40 am)

Guests – Debra Wischmeyer (CCS), Rebecca Malinowski (CCS), Robert Barth (CCS), Sara Scodious (Northbrook), Adriene Galindo (Palatine)

Absent: None

3. **Minutes – Approved by unanimous consent**
4. **Resource Sharing Policy– ACTION**

K. Hall provided an overview of previous Database Management discussions and conducted a straw poll to gauge the group's interest in moving forward with a resource sharing policy. The group expressed interest in the policy and moved into a discussion of the draft version shared by D. Wischmeyer.

The group asked several questions. C. Eilers asked whether the policy would allow a library to continue to offer reciprocal agreements with neighboring communities, particularly those with shared school districts. The draft policy specifies that all reciprocal patrons should be treated the same. As an example, Highland Park and Highwood currently issue library cards to each other's patrons, and Highland Park staff will override checkout blocks to treat Highwood patrons like Highland Park patrons. R. Malinowski confirmed that a library could continue to honor existing agreements with neighboring libraries. The goal of the policy would not be to restrict access for anyone, and CCS would not prevent a library from overriding limits where appropriate.

The group discussed how the policy would be implemented. If approved by Governing Board, CCS would create procedures to guide libraries on how to implement the policy. The procedures would require that libraries use the Polaris "Days Past First Available" hold setting for newly acquired items, set to no more than 90 days. The setting would improve the patron experience by allowing them to successfully place holds in the catalog without being blocked. When this hold setting is applied to an item, the item will automatically become eligible to fill holds by 90 days with no additional staff work required. D. Wischmeyer clarified that the policy would not change how long a library keeps items in their new collections. Libraries could continue to keep items new as long as they'd like. The policy would only require that new items become available to fill holds for any patrons by 90 days.

S. Kaminski noted that the "Days Past First Available" hold setting cannot be bulk changed at this time. CCS and Innovative would complete bulk changes as needed. CCS would also assist libraries with updating on order item templates to make sure new items were created using this setting. Not all templates will need to be updated. Templates would only need to be changed if they are limited to be holdable to your patrons only. The "Days Past First Available" setting will use the item's first available date to calculate the 90 days, not the bib record's first available date.

J. Thomson asked if libraries would be expected to change how they prioritize in-process items if the policy is adopted. Most libraries currently process items on hold by their patrons first. D. Wischmeyer said libraries would continue to follow their current practices and the policy wouldn't require any changes to workflows. If a library's new items are holdable to all patrons, that library could prioritize the processing of items on hold by their patrons and then prioritize items with holds by any library's patron.

A. Carey asked if the policy would require special collections like equipment or Library of Things items to become holdable to all patrons or sent in transit. D. Wischmeyer explained that the policy as presented allows libraries to restrict special collections with high value, demand or rarity to local patrons only. However, the expectation is that most of the library's collection would be available to share with other libraries. R. Wozniczka asked if there will be a field in the item record that would be used to identify items in these special collections. D. Wischmeyer explained that items that would be permanently restricted to local patrons would continue to use the "holdable to patrons of this library and branches" setting. There would be no change to how libraries are handling their special collections and CCS wouldn't require libraries to report which items they will restrict to local patrons only.

S. Kaminski asked how patrons would identify materials that won't be sent out via RAILS delivery, like fragile box sets. There currently isn't a way to make this clear to patrons in the catalog. R. Malinowski explained that since this should be a small number of items in a library's collection, most patrons won't encounter this issue. If a patron tried to place a hold on one of these titles in the catalog, they will receive a block message in PAC indicating they should contact the library. The goal is to make most materials holdable to patrons at any pickup location and to reduce the frequency of patrons encountering these blocks.

C. Goehring asked how many libraries allow patrons to place holds on on-order items. D. Wischmeyer explained that as part of the rollout, items would be required to have the "days past first available" box checked. This setting would allow patrons to successfully place holds on all or most on-order materials.

J. Thomson asked what the rollout timeline would look like. D. Wischmeyer said that CCS anticipates a July 1 rollout.

The group suggested two adjustments to the language in the draft policy:

1. Use the term "newly acquired" items instead of "new to the collection."
2. Update the policy to say "RAILS reciprocal patrons" instead of "reciprocal patrons." This would allow libraries to have separate policies for Chicago Public Library patrons and RAILS patrons. CCS is currently unable to delineate between RAILS reciprocal patrons and non-RAILS reciprocal patrons. Both share a single reciprocal patron code.

A. Rachmaciej moved and A. Todd seconded to approve the draft resource sharing policy as amended.

AYES: K. Hall, A. Todd, J. Beverly, C. Eilers, C. Goehring, S. Kaminski, R. Pekarek Smith, A. Rachmaciej, J. Thomson, R. Wozniczka, B. Husak, A. Carey

NAYS: None

K. Hall adjourned the meeting at 10:15 am.