DALNET/OWLS/SLC LSTA GRANT PROJECT
ILL/Circulation Team Minutes

March 7, 2001
9:38 am –12:00 pm
Berkley Public Library

ATTENDEES: Dee Callaway (co-chair), Celia Morse (co-chair), Brad Burningham, J. Randolph Call, Joyce Farkas, Kathy Irwin (secretary), Marta Kwitkowsky, Sue LaBenne, Mary Ellen Mulcrone, Kim Shearer, and Barbara Wallace

1. Dee and Celia reported that the steering committee accepted and integrated our suggestions for the RFP. The RFP went out March 1, 2001, to Clio, Epixtech, Fretwell Downing, Innovative Interfaces, OCLC, Pigasus, RLG, and VTLS. Proposals are due April 9th. The final draft of the RFP is available on the MiLE web site: http://www.umd.umich.edu/mile/

2. The committee began discussing questions to include in the scripted demonstrations. Vendor demonstrations will be held May 1st and 2nd. Dee and Kathy offered to locate questions asked in previous scripted demonstrations at their institutions. Questions so far:

   - Demonstrate how the software imports bib records into the various library systems.
   - Demonstrate how the software lets the lending library know when and where to send a book.
   - Demonstrate how the software handles requests with incomplete information.
   - Demonstrate context sensitive help screens.
   - Demonstrate the scalability of the software. (What is the largest system up and running today? How many libraries are involved? How many patrons and items are included?)
   - How does the software search for specific articles? Or does the patron already have to have a citation?
   - Demonstrate how the request appears on a patron record.
   - Demonstrate how the software handles holds at the item level and at the bib level.

3. The committee members distributed copies of individual library policies and statistics. Joyce Farkas volunteered to pull together the statistical data into one spreadsheet. Members who didn't have their statistics today can e-mail them to Joyce at farkas@tln.lib.mi.us.

4. The committee began discussing policy issues. It was agreed that the policies should be brief and broad. In addition to library policies distributed at today's meeting, it was suggested that we read the national standards (http://www.ala.org/rusa/standard.html#loan) and the state standards

(http://www.libofmich.lib.mi.us/publications/ill.html) for ILL. Please read these before the next meeting. We will continue to develop our policies at the next meeting.

- Who—participating libraries (DALNET, OWLS, SLC) and any patron in good standing
- What—each library will determine what they will loan in accordance with local policies
- When—it is agreed that each participating library will handle requests every business day
- Unreturned materials billing—borrowing library will pay, lending library will invoice

5. Actions before next meeting:
- Read national and state ILL standards
- Send statistics to Joyce Farkas (unless she already has yours)
- Think of more questions for the scripted demo

NEXT MEETINGS: Wednesday, March 28, 2001 and April 18, 2001
           9:30 am – 12:30 pm
           Berkley Public Library
           3155 Coolidge Highway
           (248) 546-2440