

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

**February 23, 2001**  
**9:40 am -11:40 pm**  
**Berkley Public Library**

**ATTENDEES:** Dee Callaway (co-chair), Celia Morse (co-chair), Kathie Brown, Brad Burningham, Kathy Irwin (secretary), Marta Kwitkowsky, Sue LaBenne, Mary Ellen Mulcrone, Marcia Rutledge, Kim Shearer, and Barbara Wallace

- I. The committee discussed the RFP, beginning with e-mail comments, then group discussion. Questions and recommended changes are recorded below in order of RFP points. Matters of policy and procedure are not included.
- 3.9 Move this section so that is a subsection of 3.10
- 3.10 Not only how many requests a patron can place at any one time, but also a total maximum number of requests that a patron can have active in the system.
- 3.10.2 Add: discuss how the system meets state and federal regulations and guidelines of privacy.
- 3.11.1 Do we really mean ANY database? Or do we mean any database that a user has privileges to access? Some libraries subscribe to expensive databases, and don't have the licensing agreements to allow access to unaffiliated users.
- 4.1.7 Add: searching by series
- 4.2.5 Is searching limited on the first screen, or after the initial search, or both?
- 4.2.8 Add: limit by language
- 4.4, 4.6, 4.7 Delete these sections; why would we want to limit searching in these ways?
- 4.5 Is this covered in 4.2.5? If so, delete this section.
- 4.21.9 Add: ISSN
- 4.21.10 Change to Subject heading
- 4.21.11 Add: display edition

- 4.23.5 Date Due (if available in the various systems)
- 4.31.1 Does the local library determine the default groups searched?
- 4.33 Does the local library determine the default groups searched?
- 4.37 Add: The system shall permit an individual library to enable or disable the user's ability to place a hold.
- 4.39 Change "require" to "permit". Change "need by date" to "cancel by date".
- 4.39.1 Change "need by date" to "cancel by date".
- 4.39.2 Change "need by date" to "cancel by date".
- 4.43 Replace the phrase, "one designated library", with, "the patron's home library for further action."
- 4.48 What and when can a patron modify? After the request is processed, the patron should not be allowed to modify.
- 4.49 Change "determine" to "view the following information" for an individual request
- 4.49.3 Change "need by date" to "cancel by date"
- 4.50.3 Insert between this section and the next: Library patron record
- 4.55 Concern was raised about tracking use of journal articles for copyright purposes. Can the system track for us?
- 4.55.1 Add volume number
- 5.4 vs. 5.20 Can loan period be determined by lending library and/or by borrowing library?
- 6.2 What about other vendors as we add systems and as library's change their systems? How easy is it to change from system to system?
- 6.20 What happens as libraries and users upgrade to new versions of browsers?
- 7.3 Add: Day and hour usage, type of item, and subject
- 7.8 The last sentence doesn't make sense

- II. Bring to next meeting your circulation and ILL data for the calendar year 2000. Also bring 12 copies of your policies and procedures. Begin thinking of questions/features to ask vendor to demonstrate.

**NEXT MEETING: Wednesday, March 7, 2001**  
**9:30 am – 12:30 pm**  
**Berkley Public Library**  
**3155 Coolidge Highway**  
**(248) 546-2440**

