

Recommendations from the August 21, 2014 minutes

Policies

a. Number of Renewals

Following the article for the automatic renewals by the Columbus Metropolitan Library in the spring, SEO staff received tickets and calls about the possibility of doing this in the Symphony system. It was verified at that time there is no automatic procedure currently available in the library software. Dianna took a request for the possibility of increasing the number of renewals above the current setting of 2 and it was presented to the Advisory Committee. Charlie Hansen made a motion to recommend an increase of the number of renewals from 2 to 4. Babette Wofter seconded the motion. Motion passed.

The committee saw this as both a positive change for the library users and library staff decreasing the number of calls necessary to renew materials. This policy will gradually be changing for all member libraries to be completed and effective by September 1, 2014.

b. Multiple/duplicate records

A concern was presented to the committee on the increase of multiple/duplicate records in the system. This has become more obvious currently due to the purchase alert report that is listing titles with holds. Some are finding that the record with all of the holds is not the record for which their holding is attached. They would like to review the policies for things such as special features, director's cut, sub-titles etc. with the media titles and evaluate the importance of including these examples in the bibliographic record and/or their need for separate records. The Advisory Committee made a recommendation to create a temporary focus group of 6-8 formed by member library staff from both the cataloging and public service areas. Anthony Orsini, Director of the Tipp City PL will head the group with assistance from Charlie Hansen, Director of the Granville PL. Dianna will be working with them to form a list of possible candidates for the focus group. Jeff Winkle made a motion and Jeannine Wilbarger seconded that the newly created Cataloging Focus Group report to the Advisory Committee with recommendations on cataloging with a deadline of January 2015.

- ⌘ The DeDup process will be done after the Preble County system joins SEO in October.
- ⌘ SEO will be reaching out to member libraries to help with the merging of records.
- ⌘ SEO edited, if needed, in Catexpress the 4 character authorization code of each library to help track libraries who need training.

C. Collections not on the system

SEO staff has been going to local area libraries to work the circulation desk for 2 hours. It has been brought to SEO's attention that libraries are circulating material to library patrons but not added to the database. Library patrons are returning these materials to neighboring libraries only to find out that they are not in the system when the item is checked in. The patron indicates that they check out the material by signing a card. Dianna sent out a message to the directors alerting them that this practice is not recommended.

Pass-through services

Catexpress, *Novelist* and *EBSCO Discovery* are pass-through services. The committee agreed to continue the *Catexpress* fee structure as is and the fees for *Novelist* and *EBSCO Discovery* services will be based on circulation.

SEO purchased the first and second year for *Novelist Plus* and *Novelist K-8* starting July 1, 2013. This service for Fiscal Year 2016 will become a pass-through service which membership will be invoiced the using a 5 tier formula.

The cost for the *Novelist* products for Fiscal Year 2016 is \$38,582. The total circulation from 2013 Ohio statistics can be sorted by circulation in 5 tiers using 45%, 25%, 20%, 10%, 5%. Below is a sample of cost per tier:

13 Libraries over 400,000 circulations (45%)	\$1336 (divided in 4 quarters = \$334)
21 Libraries with circulation 200,000 – under 400,000 (25%)	\$460 (divided in 4 quarters = \$115)
22 Libraries with circulation 100,000 – under 200,000	\$351 (divided in 4 quarters = \$88)
14 Libraries with circulation under 100,000	\$276 (divided in 4 quarters = \$69)
19 Libraries with circulation under 50,000	\$102 (divided in 4 quarters = \$26)

The committee recommended a vote from the membership for the subscription of the *EBSCO Discovery Service*. A short survey will be created for that purpose with the decision based on majority vote.