

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

**July 11, 2001**  
**9:37 am –11:24 pm**  
**Berkley Public Library**

**ATTENDEES:** Rita Bullard, Bradd Burningham, J. Randolph Call, Dee Callaway (co-chair), Kathy Irwin (secretary), Sue LaBenne, Celia Morse (co-chair), Mary Ellen Mulcrone, Kim Shearer, Barbara Wallace

1. The June 27, 2001 minutes were approved as written.
2. Katie Brown has resigned from our committee. She has accepted a new position at Farmington Community Library, and they are not participating in the project. Barbara Wallace is retiring soon; the August meeting will be her last meeting. Best wishes to both of them!!
3. The MiLE steering committee has made a recommendation to TLN to choose URSA from Expitech as our software package. The TLN board meets on July 19<sup>th</sup>. Once TLN approves the recommendation, contract negotiations will begin.
4. There are a variety of budget issues to address. The consortiums have drafted a budget for years 1 and 2. A second grant has been written to allow additional libraries to participate in the project. Approved grants will be awarded in October.
5. On October 30, 2001, there will be an MLC workshop on Resource Sharing, held at Weber's Inn in Ann Arbor. MiLE members are encouraged to attend and will receive a reduced fee. Registration information is available at <http://www.mlc.lib.mi.us/workshop/011030.html>.
6. Once contract negotiations begin, we will try to get a copy of the URSA manual as soon as possible. The August meeting may be canceled if we do not yet have the URSA manual. Florida has created a CD-ROM tutorial that they are willing to share with us.
7. Policies draft:
  - Patrons will receive a loan period of 3 weeks for returnable items. However, the lending library will loan the item to the borrowing library for 28 days to allow for transit.
  - 1 renewal will be allowed.
  - We will loan:
    - Circulating books
    - Journal articles that the lending library owns in print

- Government documents that are part of the circulating collection; if item is less than 10 pages, the lending library can send a photocopy if copyright allows
  - We will not loan:
    - Reference materials
    - Videos or audiocassettes
    - Microfiche/film
    - Cartographic materials
    - Dissertations
    - Software
  - Articles can be faxed or delivered via courier to the requesting library.
  - Reasons for no:
    - Heavy use
    - New book
    - Special collection
    - Poor condition
    - Do not own volume
    - Reference
    - Building use only
    - In use
    - Not on shelf
    - Lost
  - Requests will be aged to the next library in the lending queue after 2 days (48 hours). If everybody checks their request list everyday they're open, this time period should be sufficient. Question—does the calendar of operations reside in the individual library profiles? Who updates this?
  - How do we re-request unfilled items?
  - Will there be a limit on the total number of active requests per patron? Will this number differ for academic vs. public libraries? Is this determined by our local patron files, by URSA, or by both?
8. Wayne State has agreed not to charge to fill MiLE requests.
9. We began a discussion of delivery, building on current systems. How will delivery systems dictate tiers of lending?

**NEXT MEETINGS: August 22, 2001, 9:30 am – 12:30 pm ✓**  
**September 12, 2001, 9:30 am – 12:30 pm**  
**Berkley Public Library, 3155 Coolidge Highway, (248) 546-2440**