

M I N U T E S
Annual Meeting
Kansas Interlibrary Loan Roundtable (KILR)
Kansas Library Association (KLA)
October 15, 2007

The annual meeting of the Kansas Interlibrary Loan Roundtable was held at the South Central Kansas Library System office in South Hutchinson, Kansas on October 15, 2007.

Opening

- Sheila Orth (Chair), Diana Weaver (Co-Chair), and Beverly Kelley (Secretary) were introduced
- Special acknowledgement was given to SCKLS for providing the wonderful enchilada meal at no cost to attendees.
- Last year's minutes were read and approved as written.
- Reminded to pay KLA membership.

Kansas Library Conference (formerly Tri-Conferenc)

KILR presentation ideas were discussed for the Kansas Library Conference held in Wichita, Kansas April 9-11, 2008.

- Paul Drake – statistics and benchmarking
- OCLC
- Mail – outsourcing, packaging techniques (Post Office official)
- Display table to give a quick tutorial of using AGent, answer AGent questions, and showcase an active KILR organization

State Courier Service

Lars Leon presented information from the Courier Task Force that was created one year ago. He stressed the importance of communicating with state legislators, system libraries and local library administrators to seek funding for courier service. Access to information, speed of delivery, cost savings, and competition with other sources are important factors to relate to the decision-makers in requesting funding to make the courier service available. The State Library will continue to make a plan to take to the legislators. Further information will be given as it is finalized.

Policies and Etiquette (Best Practices)

The following items were discussed:

- If an item is owned but checked out by one patron and another patron needs the same item (especially for assignments), should a library request from ILL for the second copy? Should they purchase more copies? ILL not a replacement for collection development!
- Training for new employees:
 - Some systems (SCKLS for sure) offer basic training workshops each year.

- Others work with the State Library.
- Periodically list-servs should publish availability of on-line tutorials and system trainers.
- Smaller libraries schedule meetings with larger library ILL staff to train employees (mentoring peer-to-peer). Regional systems could be clearinghouse to get resource libraries to do the training.
- Need for reaching out to school libraries with information and requests
- Webinars created by the State Library
- Requests sitting at a library that is not open every day or is slow in filling requests. Participation requirements being enforced will solve the issue.
- Best Practices should be posted on KAN-ILL list-serv periodically.
- When filling a request, notice both addresses listed and send to the appropriate destination. Check format desired (borrower can add format after title when requesting).
- Be careful when adding holdings to the KLC. Be sure to use the correct record desired.
- Give complete information when requesting journal/periodical articles. Include title of article, date of issue, volume number, issue number, and page numbers if possible.
- Do not request new items that are not available for ILL lending. Only request what you are willing to lend.
- If item is received in a box, return it in a box. Follow packaging instructions included with item.
- Should item received be desensitized and sensitized? Do not do either one. Return item as it was received.

Other

Questions for AGent:

- Can there be groups made in the selection list to distinguish requests for different types of materials, customized to each library?
- Can 300 field be displayed?
- Deflections? Unmediated ILL – Will new book requests be deflected? Will training be available to set up deflections?
- “Will not supply” status put all requests back into “retry” status except those that add the reason “not owned” or “non-circulating”. Is it possible for other reasons to move the status past “retry”?

It was suggested that next year’s KILR meeting not be scheduled on a Monday because of the heavy mailings received after a weekend. There was also the question of whether another month could be scheduled for the annual meeting instead of October because of so many other library meetings and conferences are scheduled in October. This will be taken into consideration.

A thank you was read from a Marquette Junior High teacher that appreciates interlibrary loan services that are invaluable to the students.

Meeting adjourned.

Respectfully submitted,
Beverly Kelley, Secretary