**NSW PUBLIC LIBRARIES – METROPOLITAN DOCUMENT DELIVERY**

**SUB COMMITTEE GROUP**

**Meeting Minutes**

**DATE: Monday 4 December 2017**

**VENUE: Bankstown Library 2pm Meeting**

**Chairperson:** Ros Strange Northern Beaches

**Secretary:** Sue Hamling Central Coast Council

**Introductions**

Each attendee introduced themselves

**Minutes**

Confirmation of the minutes dated 7 August 2017

Ann Waldeback Maitland

Teresita Quinones Waverley

### MULTICULTURAL SERVICES REPORT STATE LIBRARY

Abby Dawson

Multicultural boxes are back. Please spread the word as not everyone seems to know. Hopefully more staff next year.

Please return all the banners as they need a language upgrade.

Renew My Loans has still not been discussed but will be soon.

**LADD**

If you answer NON SUPPLY to a request please use the drop down menu for an appropriate reason as OTHER doesn’t let the borrower know if it is in use, or no longer owned etc.

Please don’t use staples in the packages

If you are sent a message WILL SUPPLY CONDITIONAL, please answer from the dropdown menu YES OR NO as this will alert the supplier to you accepting the conditions. (Note in the notes field will not allow the request to move forward.)

Inner West will be contacted for borrowing through email not LADD and it is still $6 to borrow from them.

It was explained how to create a request from a blank form. Use either BibSearch or Request and along the top a CREATE tab is available.

**GENERAL BUSINESS**

* ILL list is being used instead of LADD
* Hard to find should be hard to find not a source for multiple copies of item for a book club
* ILL guidelines are going to be assessed and updated early in the new year.
* Free post for parcels that assist sight impaired people. [https://auspost.com.au/sending/check-sending-guidelines/mail-for-the-blind?fm=search-organic](https://apac01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fauspost.com.au%2Fsending%2Fcheck-sending-guidelines%2Fmail-for-the-blind%3Ffm%3Dsearch-organic&data=01%7C01%7CRoslyn.Strange%40northernbeaches.nsw.gov.au%7C44aa0136a4e244b2589d08d543590163%7C8c5136cbd646431c84ae9b550347bc83%7C0&sdata=oOoTgsrjON%2FshDUWAsJTJfojFKn%2FO42ZHgbYDESWMJo%3D&reserved=0)

Send your items in 3 easy steps

1. Check the eligibility criteria of your article.
2. Make sure the delivery or return address is written on the outside of your article.
3. Attach an 'Articles for the Blind' label (available at Post Offices), or write the words 'Materials for Use of the Blind' on your article.

Queensland Narrating Service is currently looking to recruit volunteers. [Click to download Brochure Volunteer Narrators…](http://www.qns.net.au/site/wp-content/uploads/2015/12/Narrator-Brochure-2015.pdf)

1. Ann Waldeback from Maitland explained the Libero procedure for ILLs. Contact her for further information if required.

 **WIKI**

The WIKI is up to date thanks to Teresita Quinones Waverley

**FIT FOR THE FUTURE**

Sue Hamling addressed the meeting outlining the successful merging of the two library management systems AMLIB and LIBERO, outlining the vast differences in the two library services that are now one.

**Attendees**

Ma Yee Yee Myint Canterbury Bankstown

Kristin Ovidi Sutherland

Mark Ross Ryde

Rachael Pender Cumberland

Rukhshana Hossain Mosman Library

Mayer Wu Canterbury

Ann Waldeback Maitland

Di Jenkins Newcastle

Abby Dawson SL:NSW

Teresita Quinones Waverley

Suzie Lowry Randwick

Anita Smith Lake Macquarie

Anne Laidlaw City of Sydney

Annette Maskum Blacktown

Chandra Jillings Ashfield

Fujing Zhao Kuringai

Huong Tran Lane Cove

Jan Russo Liverpool

Patra Petrohilos Woollahra

Sharni McDonald Parramatta

**Apologies**

Deborah Malcolm Stanton

Diane Parkin Hornsby

Murray Boothman Strathfield

Annie Persijn Kogarah

Brenda Finney Singleton

John Hogan City of Canada Bay

Neri Kinsella Wollongong

Parekh Chouda Burwood

Susie Lowy Randwick

Tiana Rapley Hawkesbury

**2018 MEETINGS:** NSW State Library Unaipon Room

**Time:** 2pm Monday 5 Feb

Monday 7 May

Monday 6 August