**NSW PUBLIC LIBRARIES – METROPOLITAN DOCUMENT DELIVERY**

**SUB COMMITTEE GROUP**

**Meeting Minutes**

**DATE: Monday 7 May 2018**

**VENUE: Unaipon Room, State Library of New South Wales**

**Time: 2-3.30pm**

**Chairperson**: Murray Boothman, Strathfield

**Secretary:** Maria Wiemers, State Library of NSW

1. **Introductions**

 Each attendee introduced themselves

1. **Apologies**

Ann Waldeback : Maitland Library (50th Anniversary of Maitland Library)

1. **Confirmation of the minutes dated 5 February 2018**

Ros Strange Northern Beaches

Kristin Ovidi Sutherland

1. **Actions arising from previous meeting**:

Any updates to list of amalgamated libraries were sent to Teresita Quinones, Waverley who updates the Wiki.

**5/6 Multicultural Services Report State Library**

Feedback from Oriana :

* Kieran Harland is acting in Abbey’s position until end of June 2018, if you have any issues relating to Bulk loans please send to Kieran kieran.harland@sl.nsw.gov.au
* Bulk loans are being despatched in 24 hrs, this is It is a great turnaround considering we have 2 full time person, Greg until the end of June and Jason.
* The multicultural fiction collection is now organised in numerical order on the shelf. You can now request this collection.
* If you are wanting specific titles in a language, send the titles with your bulk loan request and if available they will be included in your box of multicultural loans.
* In February/March there were disruptions to TOL and up to 10 boxes went missing, so if there was any boxes that arrived very late this was the reason. For the libraries impacted by the delay, Oriana changed the due date. The missing boxes were eventually delivered.
* A list of sent items can be forwarded to requesting libraries. Action: Kieran to organise.
* Banners advertising the multicultural collections in libraries - there are only a few banners available as they are not being replaced. Some libraries such as Penrith, Liverpool and Blacktown have purchased their own. If any library is interested in purchasing a banner, the cost is $100, contact Oriana for more details.

Feedback from Kieran :

* Junior Italian, French and Spanish are all out on loan, we are unable to send any of these languages currently.
* If for example for want Swedish language books, if you send a list of returning items, Bulk Loan staff will check against the list so that you don’t get the any of the returned Swedish books in your next box.
* Could libraries forward their end of financial year circulation statistics by language to Kieran. This will assist in the purchase of multicultural material. Action: All. Could this report be forwarded to Kieran in early July?

Feedback from group concerning the bulk loan service:

* Sometimes we send in a box of multicultural books and we get many of the same books back again in the next box, is there a way to let you know what books we have had? See Kieran’s response above.

**7. ILL Van**

* Send any ILL Van changes to Oriana.

**8. Wiki**

* Teresita Quinones, Waverley Library is happy to update the Wiki if you have changes. Wiki has a link to suspended libraries on LADD.
* Can suspended libraries not on LADD also be included on Wiki. Action: Anne Laidlaw, City of Sydney will ask Sharlene Louey to give her authority to add to Wiki.
* Could everyone check their library’s details on the ILRS directory and update.
* Victorian libraries have been added to the Wiki, Victorian Special Libraries are listed by zone.

**9. Libraries Australia / LADD issues**

* UTS are charging some libraries but not others.
* Parramatta Library reports non-supply items are not being removed from lender list. This may be a local issue.
* If you are returning ILLs, could you indicate on the returns that you have used email to request your loans. Bulk action is easy on LADD, it will save time to know that the requests came via email.

**10. Discussion**

* **WHS -** Incidents reported regarding stapled parcels when returning ILL loans, this is mainly from Victorian and Queensland Public Libraries. Could the public libraries be contacted to see if them can change this practice? Action: Maria to follow-up.
* Meeting scribe for August - Kristin Ovidi: Sutherland has volunteered. Action: Maria to forward template.
* Christmas Meeting location – Possible North Sydney and if they are not available, Ashfield Library has offered to host the Christmas meeting. To be confirmed. The date of the Christmas Meeting is Monday 3rd December.

**11. Amalgamation**

* Cumberland Council Libraries -Auburn, Holroyd and Merryland Libraries, send requests to Cumberland.
* Canterbury-Bankstown Council – Canterbury and Bankstown Libraries. Use NUC symbol NBANK, NCML is no longer existing. ILL Van service now 4 days per week, all returns go to Canterbury. If you are requesting ILLs via email send to ILL@bankstown.nsw.gov.au
* For Georges River Council – Hurstville and Kogarah Libraries, all ILLs go through Kogarah. Not in the Swift Library Consortia.
* For Bayside Council – Botany and Rockdale Libraries, all ILLs go through Rockdale. ILLs free. Not in the Swift Library Consortia.
* Northern Beaches Council – Manly, Pittwater and Warringah Libraries – New LMS combining the three catalogues (SPIDUS) to be implemented in June. Manly Library is no longer in Shorelink Library Network. It is expected that Manly NUC symbol will be used for Northern Beaches Council Libraries.
* Inner West Council – Ashfield, Marrickville and LeichhardtLlibraries. Send ILLs to Marrickville Library, not on LADD if requesting ILLs send email directly to Marrickville Library. Not charging.
* Leichhardt has a new email address: leichhardt.library.informationdesk1@innerwest.nsw.gov.au
* Cumberland Council – Auburn and Holroyd Libraries plus Parramatta’s Guildford and Granville branches have merged into Cumberland Council. With mergers, you need to consider if you are going to start a new record for the new Library or merge records, starting a new record allows you to keep loans history.
* The full list of the newly created councils can be found at <https://www.strongercouncils.nsw.gov.au/>
* Summary of amalgamated Libraries can be found at:

<https://sites.google.com/site/interlibraryloansnsw/home>

* Any updates to list of amalgamated libraries, send to Teresita Quinones, Waverley who will add to the Wiki.

**12. General Business**

* How long do we keep copyright declarations – varies between libraries ranging from 3-8 years.
* Does anyone supply loans to international libraries – not frequent but some libraries have supplies international loans. Charging was an issue and libraries reported not charging. Some libraries reported lending to NZ libraries, do as “conditional” through LADD and charge $15 plus postage. Some libraries reported that the decision is based on the book, if only holding in Australia and it is a technical book they may lend, it depends.

**13. Next meeting:** NSW State Library Unaipon Room. Monday 6 August, 2pm.

**Attendees:**

Kristin Ovidi: Sutherland

Mark Ross: Ryde

Rukhshana Hossain: Mosman Library

Mayer Wu: Canterbury

Teresita Quinones: Waverley

Anne Laidlaw: City of Sydney

Fujing Zhao: Kuringai

Huong Tran: Lane Cove

Jan Russo: Liverpool

Murray Boothman: Strathfield

Diane Parkin: Hornsby

Parekh Chouda: Burwood

Chandra Jillings: Ashfield (Inner West)

Deborah Malcolm: Stanton

John Hogan: City of Canada Bay

Maria Wiemers: SLNSW

Sue Hamling: Central Coast

Susie Lowy: Randwick

Ros Strange: Northern Beaches

Rachael Pender: Cumberland Council Library

Sharni MacDonald: Parramatta Library

Tran Linh On: Canterbury Library

Rouska Wong: Northern Beaches Council Library

**Meeting schedule 2018:**

Monday 6 August, 2pm. NSW State Library Unaipon Room.

Monday 3 December TBA