**NSW PUBLIC LIBRARIES – METROPOLITAN DOCUMENT DELIVERY SUB COMMITTEE GROUP**

**Meeting Minutes**

**DATE: Monday 5 May 2014**

**VENUE: State Library of NSW**

**PRESENT:**

Abby Dawson State Library of NSW

Ania Milczarczyk Campbelltown

Ann Santangelo Camden

Annette Maksum Blacktown

Annie Persijn Kogarah

Deborah Malcolm Stanton

Dianne Ollerenshaw Sutherland

Diane Parkin Hornsby

Douglas Pine Ku-ring-gai

Huong Tran Lane Cove

Jan Russo Liverpool

Jennifer Lyttle Parramatta

John Hogan Canada Bay

Lyn Barakat Sutherland

Mark Ross Ryde (Secretary)

Ma Yee Yee Myint Bankstown

Rachael Pender Holroyd

Sally Lee Willoughby

Sharlene Louey Sydney City (Chairperson)

Sue Hamling Gosford

Susan Lowy Randwick

Teresita Quinones Waverley

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| **Agenda Item**  | **Discussion** | **Responsibility****/Action**  | **Due Date** |
|  | ApologiesAnita Smith (Lake Macquarie)Chandra Jillings (Ashfield)Garret Jackson (Hurstville)Kristine Campos (Hawkesbury)Mayer Wu (Canterbury)Murray Boothman (Strathfield)Each representative introduced themselves.  |  |  |
|  | CONFIRMATION OF THE MINUTES Dated 3 february 2014The group received and acknowledged the minutes. There were no amendments.Di (Sutherland) moved the minutes confirmed. Jenny (Parramatta) seconded, and the motion was carried. |  |  |
|  | Matters arising from Previous MINUTESThere were none. |  |  |
|  | Review Actions from Past Minutesa) Metropolitan ILL Van Delivery service - delivery vans incorporate GPS technology which can locate vehicles and enable those with access to log in to the system – Oriana to investigate with Toll.b) Updated Metropolitan van schedule – Oriana to provide latest schedulec) Reciprocal agreements – Sharlene to update wiki and communicate with Victorian public libraries. d) Wiki / website – Sharlene to create a survey of Libraries lending audio visual materialse) ‘Library snapshot’ to be given by ILL officers at each docdel meeting. | a) Oriana has been very busy but she will get back to us b) Oriana sent an email with new schedule ; Holroyd extra delivery on Mondaysd) Sharlene has created a surveye) Deborah (Stanton) to present overview in August |  |
|  |  STATE LIBRARY REPORTAbby Dawson (Coordinator, Multicultural Bulk Loans)Email from Cameron* Leanne Perry is currently on a 12 month secondment to the NSW Office of Liquor, Gaming and Racing, working on the external agency’s grants program.
* Commemorating WWI program partnership with Newscorp
* Diary collection. The State Library of NSW began collecting, from 1918, the personal stories of soldiers – their diaries, letters, photographs and drawings — the war as they actually lived it. This collection includes some 1140 volumes of diaries written by over 500 servicemen and women and is supported by newspapers, photographs, maps and ephemera. It has been completely digitised, transcribed and available online. People will also be able to contribute their own stories.

There was a question regarding NSL call numbers; which collections are available for on-lending?T = offsite (Moorebank)E = State Reference LibraryMULTICULTURAL SERVICES REPORT * Nepalese Collection was launched at Rockdale on Harmony Day in March ; now available for loan - please request
* Multicultural services purchasing now focussing on children’s items
* audio cassette collection to be withdrawn ; mostly keeping crime / saga / romance
* budget formerly allocated to large print now purchasing talking books
 | Sharlene to check with Maria |  |
|  | * to request Young Adult Fiction – write message in non-fiction box
* English language talking bookings also available as mp3s but you will need to ask for this ; bulk loans staff will not send automatically
 |  |  |
|  | METROPOLITAN ILL VAN DELIVERYWe are still waiting to hear if we can log in to the drivers’ GPS in order to determine if a delivery is running behind schedule. This is in response to our request we made earlier this year, for more communication about the van service. Oriana will follow up with Toll.Last month the State Library asked Library Managers if they wanted to make any changes to their van service. Unfortunately they haven’t heard from many libraries, and can’t finalise their costings until they do. | Oriana to communicate with TOLL |  |
|  | NSWRSIG **New South Wales Resource Sharing Interest Group**All information on wiki at [http://shareit.alianational.wikispaces.net/NSWRSIG](http://www.alia.org.au/governance/committees/interlibrary.lending/wiki/pmwiki/pmwiki.php?n=Main.NSWRSIG)* held at the State Library of NSW
* focus on a particular topic each meeting
* The Group meets three times a year at the State Library
* consists of two meetings: LA cataloguing (morning) and ILL component (afternoon)

Nothing to report – Sharlene did not attend and the minutes have not been distributed. Next meeting 25 July 2014, then 21 November 2014 |  |  |
|  | ALIA INTERLIBRARY LENDING ADVISORY COMMITTEE UPDATEThe role of the committee is to advise the board on interlibrary lending and resource sharing policy and practice. Currently there are four members: * Margarita Moreno (NLA)(Current Chair)
* Robyn Hull (Graylands Hospital Library)
* Sharlene Louey (City of Sydney)
* Sharon Nicol (University of Newcastle)

They are conducting an eBook survey. It asks who are using eBooks and what do libraries think of on-lending. Will send the results when it has been finalised. Their hopes are that eBooks can be on-loaned. **LIBRARY SNAPSHOT**How we do ILLs, statistics, branches, how they are run at each particular library. **HOLROYD**Holroyd local government area is 40 km2 in area and is situated 25 km west of Sydney CBD. The administrative centre is at Merrylands. Holroyd is surrounded by Parramatta, Fairfield and Blacktown LGAs.* Three branches (Merrylands Central, Wentworthville & Greystanes)
* Library Management System *SirsiDynix Symphony*
* LOTE collections (in size order) : Chinese, Arabic, Tamil, Persian, Italian, Hindi, Gujarati and Vietnamese
* former Subject Specialisation (SSSS) Dewey 790-795
* toy library for children under 11 years ; annual fee depending on service level
* 5 bubba time sessions, 5 story time sessions, 9 after-school antics per week

**Inter Library Loans*** Customers can place ILLS online
* need to be actioned by ILLO and placed on LADD
* no ILL charge to customers unless charging library ; customer is contacted if there is a charge
* all staff take requests
* LADD user
* ILLS managed at Merrylands Central Library
* for loan : audio-visual ; films and videos ; monographs ; music ; sound recordings ; other (sheet music)
* not for loan: Local history material ; serials ; toys ; fiction less than 2 years old
* six-week loans
* reciprocal lender i.e. only charge libraries which charge them
* Holroyd updated its holdings on LA in February 2013

Statistics **Requests to other libraries**2011-2012Requests sent 1301Items received 1209% satisfied 93%2012-2013Requests sent 1007Items received 948% satisfied 94%**Requests from other libraries**2011-2012Requests received 1825Items sent 1130% satisfied 62%2012-2013Requests received 1540Items sent 859% satisfied 56%* Van deliveries : Monday, Tuesday and Thursday

libraries australia & laddThere are now 25 million bibliographic records on the Australian National Bibliographic Databases (ANBD)! This comprises of:* Over 50 million holdings
* Over 1.8 million authority records
* Over 17.5 million searches during 2012/2013
* 249,810 document delivery item requests during 2012/2013

For more information see the March 2014 newsletter at:<http://www.nla.gov.au/librariesaustralia/files/2014/04/Issue-24-31-March-2014.pdf>**LADD - LIBRARIES AUSTRALIA DOCUMENT DELIVERY**LADD VDX 6.0 upgradeThe LADD service has recently completed a Virtual Document eXchange (VDX) system upgrade from VDX4 to VDX6 on 17 March. This enables new features and functionalities including* The ability to sort Search Results list
* ILL Numbers search
* saved ILL searches can be published
* one default date is available for Answer Conditional, Will Supply and Answer Retry messages
* the system is fully Unicode compliant

No problems reported. See the March 2014 newsletter for more information. | Upcoming snapshots:Stanton (11 August)Campbelltown (8 December) |  |
|  | wikiNew website: [https://sites.google.com/site/interlibraryloansnsw/](https://sites.google.com/site/interlibraryloans1/)Wiki is no longer updated but will remain as an archive resource (ill.wetpaint.com).Reciprocal agreements* please complete short survey if your library is not on the list at <https://sites.google.com/site/interlibraryloansnsw/reciprocal-agreements>
* survey re: NSW, Queensland and Victorian libraries

FAQs has copyright links* <https://sites.google.com/site/interlibraryloansnsw/faqs>

Lending audio visual materials * Sharlene has created an updated A/V lending list
* please let Sharlene know if she has overlooked any format
* as always, report broken links.

2014 ProjectsChristmas meeting Monday 8 December 2014Ania suggested Campbelltown Library as a potential venue for the Christmas meeting. A vote was taken and a sufficient number of attendees were interested in this option. The lunch venue has yet to be suggested. |  |  |
|  | **OTHER BUSINESS****Statistics - John (Canada Bay)**Recently John has been keeping inter library loans statistics which target the types of items requested (fiction v non-fiction) and the means by which libraries request items (LADD v email). Other libraries should feel free to keep their own statistics for comparison. A suggestion was made by Doug (Ku-ring-gai) to add instructions for joining the hard2find list to the FAQs on the new website.2014 meeting dates* Monday 11 August 2014
* Monday 8 December 2014
 | Sharlene to add instructions for the hard2find list on website. |  |
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**MINUTES:** Taken by Mark Ross (Ryde)

**NEXT MEETING:**

**Location: State Library of NSW – Mitchell Meeting Room 2**

**Time: 2pm**

**Date: Monday 11 August 2014**