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

**Meeting Minutes**

**DATE: Monday 8 December 2014**

**VENUE: Campbelltown Library 2pm**

**PRESENT:**

Ania Milczarczyk Campbelltown

Ann Santangelo Camden

Annette Maksum Blacktown

Bernadette Lennon Auburn

Diane Parkin Hornsby

Douglas Pine Ku-ring-gai

Garret Jackson Hurstville

Huong Tran Lane Cove

Jan Russo Liverpool

Jane Nash Blacktown

Jennifer Lyttle Parramatta

John Hogan Canada Bay

Kristine Campos Hawkesbury

Mark Ross Ryde (Secretary)

Ma Yee Yee Myint Bankstown

Mayer Wu Canterbury

Murray Boothman Strathfield

Oriana Acevedo State Library of NSW

Sally Lee Willoughby

Sarita Thomasson Sydney City (Chair)

Sue Hamling Gosford

Teresita Quinones Waverley

### Apologies

Abby Dawson State Library of NSW

Anita Smith Lake Macquarie

Ann Waldeback Maitland

Deborah Malcolm Stanton

Dianne Ollerenshaw Sutherland

Linda Graham Pittwater

Loraine Rawson Great Lakes

Lorena Brooks Holroyd

Lyn Barakat Sutherland

Maria Wiemers State Library of NSW

Natasha Ayaz Newcastle

Savitri Newman Pittwater

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| **Agenda Item** | **Discussion** | **Responsibility**  **/Action** | **Due Date** |
|  | Each representative introduced themselves. |  |  |
|  | MINUTES Confirmation of the minutes dated 11 August 2014  The group received and acknowledged the minutes. There were no amendments.  Jan (Liverpool) moved the minutes confirmed.  Doug (Ku-ring-gai) seconded, and the motion was carried.  Matters arising from previous minutes |  |  |
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|  | 1. Reciprocal agreements – Sharlene has created a survey ; please complete 2. Lending audio visual – Sharlene has created a survey ; please complete 3. Email list for ILLS created by Abby – ask Sarita or Sharlene (City of Sydney) to forward link if you need it. The list of subscribers is private and can’t be obtained by those outside the group.      1. Rethinking resource sharing initiative – Star Checklist – Sharlene sent email to group 2. ‘Library snapshot’ to be given by ILL officers at each meeting – Ania (Campbelltown) gave her presentation in December | * Everyone to complete * Everyone to complete * More information about this in Oriana’s presentation * Ma Yee (Bankstown) upcoming ‘snapshot’ in February |  |
|  | STATE LIBRARY REPORT Oriana Acevedo (Consultant, Multicultural services)  **The NSW State Library review**  The review has occupied the last 2 years and is ongoing.   * millions of dollars spent on building maintenance and the acquisition of material * during review head of security has changed twice * the library is running out of space (physical collection is growing at approximately 2km per year) * the current space is rented, not owned   The review aims to improve fiscal responsibility and address these issues.  **Current storage options**    The Library is currently using the following facilities for storage of the collection:   * Mitchell Library and the Macquarie Wing * collection storage facility at Moorebank (nr Liverpool) * Government Records Repository at Kingswood * National Library of Australia (for microfilm preservation masters of closed NSW newspaper titles)   The vision is to also create space for users (not just collections) – ultimately the State Library has decided to refurbish current space in 1920s style.  Mitchell Library refurbishment – funding still needed. Unable to predict timeframe.  Services to public libraries will not change because public libraries are *clients*. MULTICULTURAL SERVICES REPORT  * Nothing to report this time – the following points were reported in August (see those minutes for more details) * When requesting bulk loans, we can now ask for particular authors or titles – add details in note field. * The State Library accepts donations published in the last 3 years *provided they are in good condition* |  |  |
|  | * The standard fee for a lost book is $49.50 * We are encouraged to make use of the Large Print English collection |  |  |
|  | METROPOLITAN ILL VAN DELIVERY Toll wanted to know if and when libraries required deliveries over the Christmas / New Year period.  Oriana asked those at the meeting to indicate which days they would open Christmas. She would also email those who were not at the meeting and forward this list to Toll. |  |  |
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|  | **LIBRARY SNAPSHOT**  How we do ILLs, statistics, branches, how they are run at each particular library.  **CAMPBELLTOWN**  Campbelltown library is the main branch. There are three other branches:   * Ingleburn (opened 2009) * Eagle Vale * Glenquarie (smallest and oldest – opened 1983)   **Adult programs**   * Book clubs * English conversation groups * IT & Biscuits Club * Knitting groups – Wrap with love   **Teen programs**   * *Your tutor* * HSC lectures * School holiday activities   **Children’s programs**   * Preschool storytimes * PJ storytimes * Baby read ‘n’ rhyme * Literacy programs – Books for Babies, Summer Reading Club, Bookalicious   Library Management System *Libero*  Online [www.campbelltown.nsw.gov.au/library](http://www.campbelltown.nsw.gov.au/library)   * For loan: audiovisual ; films and videos ; monographs ; sound recordings * LADD user * ILL van deliveries Monday and Thursday | Upcoming snapshots:  Bankstown  (February) |  |
|  | ill website New website for ILLS:  <https://sites.google.com/site/interlibraryloansnsw/home>  Old address has link to new webpage  **Surveys**   * *Reciprocal agreements* * *Lending A/V materials*   *Reciprocal agreements*   * please complete short survey if your library is not on the list at <https://sites.google.com/site/interlibraryloansnsw/reciprocal-agreements> * Victorian libraries have asked us to complete.   *Lending audio visual materials*   * Sharlene created an updated A/V lending list * Please complete this survey   **See website for Survey results** libraries australia Issues / questions  Can you edit your holdings on Libraries Australia?  Yes you can. The instruction below is from    <http://www.nla.gov.au/librariesaustralia/files/2014/05/Libraries-Australia-Cataloguing-Client-LACC-Manual-last-revised-May-2014.pdf>  which can be found on the *Libraries Australia Search* login page → *Manuals & guides* → *Cataloguing Client Manual*  **4.3.6.7 Deleting Holdings**  You can only delete your own Holdings. To delete a holding, use the 'Delete Holding' scripted button.    Using this button will result in a Delete Confirmation screen being displayed, where you can confirm the delete by pressing the Delete key or choose not to delete by using the Esc key or the Previous screen button.  **LIBRARIES AUSTRALIA FORUM**  Libraries Australia Forum – Canberra 31 October 2014   * More information on website <http://www.nla.gov.au/librariesaustralia/news-events/forum/2014-forum/> * This year’s theme was ***Seeding the cloud: library collaboration in the digital age***   Sarita directed the group to a number of presentations given at the LA Forum which were relevant to document delivery, notably:  Panel session: *eBooks – the end of library cooperation?*  Oriana informed the meeting that the State Library will fund *relevant training opportunities* for members of the NSW Document Delivery Group. You would need to report to the group afterwards if you attended – contact Oriana if you are interested.  **LADD – LIBRARIES AUSTRALIA DOCUMENT DELIVERY**  **Suspending Your Library**  N.B. You do not need to suspend your location over the Easter or Christmas & New Year periods unless your organisation is closed for a greater period. The LADD system automatically suspends operation on standard national and state/territory public holidays.  See LADD User Guide 9 (handout)  *Libraries Australia Search* login page → *Manuals & guides* → *LADD User Guides →* [*09: Suspending your location*](http://www.nla.gov.au/librariesaustralia/files/2014/12/docdel-guide-09-suspending-your-location.pdf)  <http://www.nla.gov.au/librariesaustralia/files/2014/12/docdel-guide-09-suspending-your-location.pdf> february 2015 meetingElection of Chairperson for 2015Election of Secretary / minute-taker for 2015election of chairperson The group needs a new chairperson for 2015. The election for this position, as well as that of Secretary, will take place at February’s meeting. Garret (Hurstville) has volunteered to chair at the February meeting.  *Sharlene Louey (City of Sydney and Willoughby) was chair for many years and her energy and enthusiasm will be greatly missed.* Anyone wishing to nominate for the position is welcome to contact Sharlene at City of Sydney library (or Sarita) for more details.  Duties of the chair:  - develop networks/communication with other ILL staff  - make connections with others  - career development – enhances your resume  - create/organise new projects for ILLs - communicate with document delivery staff  - provide advice/information for ILL staff. election of secretary (minute-taker) In addition to the Chair, the Metropolitan Document Delivery group needs a secretary to take minutes during the meetings. There are 4 meetings held per year.  Duties of the Secretary:  - take notes at the meetings  - information on the meeting will be provided prior to the meeting  - send completed minutes to the Chairperson | Sarita suggested creating a help sheet for requesting Journal articles  The group needs to determine who will be responsible for maintaining the website since neither Sharlene or Dianne (Sutherland) is working in inter library loans |  |
|  | **OTHER BUSINESS**  Doug (Ku-ring-gai) asked what is happening with the interlending of eBooks. Sarita suggested looking at the LA 2014 Forum at  <http://www.nla.gov.au/librariesaustralia/news-events/forum/2014-forum/>  Margarita Moreno examines this issue in *Ebooks and interlibrary loan*  Sue (Gosford) pointed out that eBook licences forbid onlending. 2014 Projects Sarita (City of Sydney) suggested that we could write a guide for *How to inter library loan journal articles* as a future project. Group to decide on this in February. 2015 meeting dates  * 9 February 2015, 2pm, State Library of NSW * 4 May 2015, 2pm, State Library of NSW * 10 August 2015, 2pm, State Library of NSW * 7 December 2015 Christmas lunch and venue to be advised | Group to discuss at February’s meeting |  |
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**MINUTES:** Taken by Mark Ross (Ryde)

**NEXT MEETING:**

**Location: State Library of NSW**

**Time: 2pm**

**Date: 9 February 2015**