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

**Meeting Minutes**

**DATE: Monday 9 February**

**VENUE: Macquarie Room State library NSW 2pm**

**Chairperson:** Garret Jackson Hurstville

**Secretary:** Sue Hamling Gosford

**Attendees**

Ma Yee Yee Myint Bankstown

Kristin Ovidi Sutherland

Matt Mincoff Warringah

Fujing Zharo Ku-ring-gai

Mark Ross Ryde

John Hogan City of Canada Bay

Rukhshana Hossain Mosman Library

Bernadette Lennon Auburn

Teresita Quinones Waverley

Jan Russo Liverpool

Jennifer Little Parramatta

Diane Parkin Hornsby

Abby Dawson State Library

Mayer Wu Canterbury

Murray Boothman Strathfield

Deborah Malcolm Stanton

Annette Maksum Blacktown

Anita Milczarczyk Campbelltown

Susan Lowy Randwick

Kristine Campos Hawkesbury

Annie Persijn Kogarah

### Apologies

Rachael Pender Holroyd

Nga Vu Fairfield

Savitri Newman Pittwater

Huong Tran Lane Cove

Sally Lee Willoughby

Anita Smith Lake Macquarie

Ann Waldebank Maitland

Neri Kinsella City of Sydney

**Introductions**

Each attendee introduced themselves

### MINUTES

Confirmation of the minutes dated 7 December 2015

Proposed Jennifer Little Parramatta

Seconded Diane Parkin Hornsby

No matters arising from previous minutes

### MULTICULTURAL SERVICES REPORT

* Abby from the State library NSW reiterated the changes to the multicultural bulk loans. A number of libraries have accepted their language of choice to be the distributers of this service. For example Blacktown will hold and distribute Gujarati material. Be aware of where the books need to be returned. The State library will be seeking feedback on the new system.
* Large print and audio are also available and can be borrowed up to a year.
* The van’s rounds will be sorted out as the amalgamations are rolled out.
* Please contact Abby if there is a need for a particular language.
* New system due in May for books
* Request filling was taken off as there were some privacy issues.
* Mark suggested contacts phone numbers to go to the van driver so the driver can contact the libraries for any messages if needed.
* Some spam from the ILL’s list has been cleared.

 **WIKI**

Nothing to report

### ill website

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

**LADD**

Jan from Liverpool had some LADD issues and Jenny from Parramatta cannot move the order of rotation on the LADD request form. Please report any issues to LADD.

When requesting from a Victorian Library and it is “in use on loan” remove the ISBN from the request and this will stop the automated response and allow a reservation.

**FIT FOR THE FUTURE**

The amalgamation is up to the public consultation process. There was much discussion but it is all speculative at the moment. We are all hoping for an announcement 30-06-16 or 01-07-16 or sooner.

**GENERAL BUSINESS**

Ania asked if there were limits to the amount of ILLs a customer could request?

Most seem to have an upper limit of 5 Parramatta has 3 as their limit. Some libraries limit new customers only.

Do libraries have a process for cataloguing ILL books? Sue from Gosford will send Ania the process Gosford uses.

Do Libraries have a job rotation whereby after a set period you automatically move to another job? No other library seems to have this practice.

Could people please supply return labels with their lent books?

**MINUTES:** Taken by Sue Hamling (Gosford)

**NEXT MEETING: AGM**

**Location: State Library of NSW**

**Time: 2pm**

**Date: 9th May 2016**