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

**Meeting Minutes**

**DATE: Monday 7 August 2017**

**VENUE: State Library of New South Wales 2pm**

**PRESENT:**

Abby Dawson State Library of NSW

Anita Smith Lake Macquarie

Ann Waldeback Maitland

Annie Persijn Kogarah

Brenda Finney Singleton

Deborah Malcolm Stanton

Diane Parkin Hornsby

Fujing Zhao Ku-ring-gai

Huong Tran Lane Cove

Jan Russo Liverpool

John Hogan Canada Bay

Kristin Ovidi Sutherland

Ma Yee Yee Myint Bankstown

Mark Ross Ryde (Relief Secretary)

Maryanne Ilufi Cumberland - Auburn

Mayer Wu Canterbury

Murray Boothman Strathfield

Neri Kinsella Wollongong

Oriana Acevedo State Library of NSW

Parekh Chandra Burwood

Rory Chiddy Sydney City

Ros Strange Northern Beaches ((formerly Warringah) Chair)

Rukhshana Hossain Mosman

Sharni MacDonald Parramatta

Susan Lowy Randwick

Teresita Quinones Waverley

Tiana Rapley Hawkesbury

### Apologies

Anne Nevins Berrigan

Chandra Jillings Ashfield

Rebecca Cook Kiama

Sue Hamling Gosford

**Discussion**

Each representative introduced themselves.

### Minutes

**Confirmation of the minutes** dated 1 May 2017

The group received and acknowledged the minutes.

Ann (Maitland) moved the minutes confirmed.

Annie (Kogarah) seconded, and the motion was carried.

**Matters arising from previous minutes**

Ann (Maitand) suggested a clarification to the discussion about book club requests from May: although Maitland no longer uses email/elist requesting to support its book clubs because of cost and time involved, they (Maitland) will supply material in response to elist emails received from other library services requesting for this purpose.

1. hard2find & ILL eLists

The hard2find list is for New South Wales public libraries to use for finding items which are not listed on Libraries Australia.  To be a member of this list your library must be willing to search for each title which is posted to this list (definition from NSWSL website).

hard2find - 76 subscribers

ILL eList - 132 subscribers

1. Wiki

Teresita (Waverley) has kindly offered to maintain the wiki and was thanked by the group. All volunteers are encouraged to apply; please see Teresita or Roslyn if you are interested.

**STATE LIBRARY Update**

Oriana Acevedo (Consultant, Multicultural services)

**Bulk loans**

The State Library is reviewing the service model for the provision of bulk loans to NSW public libraries.

The State Library provides lending collection of approximately 80,000 items across 42 languages and alternate formats in English for circulation to NSW public libraries for use by local communities. An assessment of the State Library’s bulk loans was undertaken over 2015 and 2016, to consider future delivery methods.

Following this review NSW public libraries were encouraged to take longer term, higher volume loans aimed at enabling more immediate access to the collection by local communities, and reducing the number of loans dispatched and processed.

Consideration of a new model

The State Library planned to extend this approach from July 2017, transitioning to a distributed model for the collection.

The State Library’s intention with the proposed model change was for more multicultural books to be freely available on shelves in local public libraries, and to minimise the labour-intensive task of dispatching and receiving high numbers of orders from libraries.

On 19 June 2017 the State Library held a round table discussion with NSW public libraries to receive feedback on the proposed model. Participants provided feedback and raised some concerns about the proposed new model, for example local storage capacity and circulation between libraries.

The State Library has listened to this feedback and has undertaken to work with public libraries in consultation to develop a service model for the circulation of multicultural collections which takes into account the concerns raised by libraries, including equitable access for small and remote communities.

**Distribution of large print and talking books in English to public libraries**

The State Library of NSW maintains a collection of approximately 9,500 large print books, and 7,000 talking books which are available to NSW public libraries on interlibrary loan, as a back-up to local collections.

Following a successful pilot of distributing these collections in larger numbers on long term loan to NSW public libraries, the State Library decided to extend the model and make the entire collection available to libraries in this way.

NSW Public library managers were contacted and invited to express interest in receiving an allocation from the collection on long term loan. The expression of interest closed on Friday 28 July.

The Bulk loan team is currently working through the responses and anticipates the collections will be distributed by the end of September. Following this process, there will no longer be large print or talking books at the State Library to request on demand. The State Library will continue to purchase this material and these will be distributed.

The FAQ is available on the website, including about searching for items and using barcodes:

http://www.sl.nsw.gov.au/public-library-services/large-print-and-talking-book-collections

**Multicultural (LOTE) Collection**

Once the distribution of the English alternate format collections is complete, the State Library will work with public libraries on the Multicultural bulk loans service model.

**Please keep all multicultural items you have on loan from the State Library until further notice.**

The State Library’s Multicultural Services will continue to be provided, including advice to public libraries, the purchase of multicultural collections for distribution to public libraries, and the management of the Multicultural Purchasing Cooperative, which will continue to purchase material on behalf of public libraries.

Any questions, please contact Abby Dawson [abby.dawson@sl.nsw.gov.au](mailto:abby.dawson@sl.nsw.gov.au)

### METROPOLITAN ILL VAN DELIVERY

**Abby Dawson, Coordinator Collection Services:** [abby.dawson@sl.nsw.gov.au](mailto:abby.dawson@sl.nsw.gov.au)

The State Library is undertaking a review of postal contracts; this may incorporate the Interlibrary Loan van service. Abby will update the group as soon as she has some more information.

### wiki

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

As stated earlier, Teresita (Waverley) has kindly offered to maintain the wiki and was thanked by the group. All volunteers are encouraged to apply; please see Teresita or Roslyn if you are interested.

**LADD – LIBRARIES AUSTRALIA DOCUMENT DELIVERY**

Jan (Liverpool) reported trouble logging in to LADD; Sharni (Parramatta) also has had difficulty. It was suggested it might have been caused by problems with a local server.

Neri (Wollongong) cautioned against ‘conditional replies’ – either reply ‘Yes’ or ‘No’.

[**Libraries Australia Document Delivery FuturesGroup**](https://protect-au.mimecast.com/s/bZ89BOumW98hlg?domain=alia.us5.list-manage.com)

Libraries Australia is establishing a [Document Delivery Futures Group](https://protect-au.mimecast.com/s/Jb1WB0UA2GXhnp?domain=alia.us5.list-manage1.com) – an advisory group to provide advice and input into the future of the LADD service. If you would like to be part of it, please send a CV and expression to Nikki Darby, Assistant Director, Libraries Australia Member Services [ndarby@nla.gov.au](mailto:ndarby@nla.gov.au), by Friday 25 August. Ros encouraged all to consider participating (or at least investigating).

**Suggested topics for discussion**

*Libraries that lend multicultural items*

* Each library has a preferred option
* Each library has a preferred loan period (Sharni & Teresita both suggested giving either a three- or six-month loan period)
* It was suggested that the minimum loan period should be eight weeks

**Action**: Ros to send a draft survey to determine:

* Languages available for loan
* Preferred loan period
* Preferred request method

Dianne (Hornsby) will check draft

*Has any library undertaken an interlibrary loan service review (Dianne – Newcastle)*

No one present had undertaken a service review

*ResearchGate website* ([www.researchgate.net](http://www.researchgate.net))

Ann (Maitland) has found this resource to be a great, useful tool for those difficult-to-satisfy science-related reference enquiries, especially when trying to locate **original research**. You can search for publications by title, author name, or research area. Check it out!

**Amalgamations**

Note that amalgamated councils are still operating as **separate interlibrary loan departments** (e.g. Holroyd (Merrylands) and Auburn are separate systems, and will still operate separately until both share the same library management system (LMS)). Ensure that you send requests to the correct library service and return items to the correct library – address it to Merrylands NOT Cumberland.

**General business**

Xmas meeting and lunch will be at Bankstown Library. Ma Yee will send us all invitations beforehand with further details.

**MINUTES:** Taken by Mark Ross (Ryde)

**NEXT MEETING:**

**Location: Bankstown Library**

**Time: 12pm Christmas lunch 2pm meeting**

**Date: December 2017**