**NSW PUBLIC LIBRARIES – METROPOLITAN DOCUMENT DELIVERY**

**SUB COMMITTEE GROUP**

**Meeting Minutes**

**DATE: Monday 3 December 2018**

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

**Time: 2-3.30pm**

**Chairperson**: Murray Boothman, Strathfield

**Secretary:** Maria Wiemers SLNSW

**1. Introductions**

Each attendee introduced themselves.

**2. Apologies**

Annette Maksum, Blacktown

Sharni MacDonald, Parramatta

Sally Lee: Willoughby

Shelley: Cumberland

Ann : Stanton

Annette Maksum : Blacktown

Oriana Acevedo, SLNSW

Kieran Harland, SLNSW

**3. Confirmation of the minutes dated 7 May 2018**

Teresita Quinones: Waverley

Diane Parkin: Hornsby

**4. Actions arising from previous meeting**

Nil.

**5. State Library report**

* Soon the default search will be Everything – this will include journal articles, books, manuscripts etc. Only 50-60% of journals are searchable with the “Everything” search, for journal searching it is better to go to the eResources page.



* Refinement to filters when searching the SLNSW catalogue

**6. Multicultural Services report State Library**

* Multicultural Bulk Loan Services are suspended from 7 December to 7 January 2019, a stocktake and weeding of the collection will be done during this time.
* Comment from the group: Can multicultural books be returned in January especially when most of the box has been returned.
  + Kieran confirmed that public library staff can continue to hold onto books until the Service is back up and running in January.
* Can Public Library staff include a note with the barcodes of the books returned rather than copying the original printout sent with the box of books?
  + Kieran stated that it is ok for the Libraries to include a note with the barcodes of the books returned rather than including  a copy of the original printout.
* The group mentioned that the new Australia Post mail stickers are working well. The van does not return bulk loan boxes, they can refuse as bulk loans are not included in the agreement.
* Multicultural statistics – number of SLNSW multicultural books borrowed by public library clients. This is difficult for many libraries as the SLNSW barcodes are not compatible with their library’s LMS. Send what statistics you can.
* Was there ever a link to the NSW Public Libraries Document Delivery Webpage and wiki? Members of the NSW Metro Libraries Document Delivery Group have asked if it could be reinstated? Action: Maria to follow-up with Oriana.

**7. ILL Van**

* Please notify Oriana of your library’s Christmas/ New Year opening and closing dates over this period, she needs to inform the ILL VAN drivers when your library will be close or if opened, do you need a delivery.
* There will be a new ILL Van schedule for 2019 which will include amalgamations.

**8. ILL Wiki**

* Teresita Quinones (Waverley) has amended the Suspended Libraries list - she will only list the non-LADD libraries here as it’s easy to find information on the suspension of LADD libraries while using LADD or on the LADD Suspension Directory which is permanently listed on the Wiki.
* Here is the link to the NSW Public Libraries Document Delivery Webpage and wiki

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

**9. Libraries Australia/LADD issues**

* Sometimes it is difficult to retrieve a request using title or NUC code on LADD, this is not a common problem. If it happens again, consider calling the LADD help desk for assistance.
* Has there been a change in the way SA public libraries are requesting book or copies? The group mentioned that previously requests came from the SA State Library for loan or copy requests made by SA public libraries.  The group mentioned that requests are now coming directly from SA public libraries. Action: Maria to contact SASL

Is it possible for NSW public libraries to set up reciprocal borrowing arrangements with SA public Libraries? Action : Maria to contact SASL

* Remember to add suspensions to LADD, Murray is send information about how to add suspensions. Action: Murray
* NMAN is the NUC code for Pittwater, Warringah and Manly (Northern Beaches) Once all loans have been returned, other NUC codes will be deleted.
* Ashfield is off LADD, Marrickville is suspended. Ashfield, Leichhardt and Marrickville libraries are still operating as separate entities when requesting ILLs from them. They are waiting for a new LMS (hopefully early 2019). Please contact the library required using the following addresses:

[ill.ashfield@innerwest.nsw.gov.au](mailto:ill.ashfield@innerwest.nsw.gov.au)

[ill.leichhardt@innerwest.nsw.gov.au](mailto:ill.leichhardt@innerwest.nsw.gov.au)

[ill.marrickville@innerwest.nsw.gov.au](mailto:ill.marrickville@innerwest.nsw.gov.au)

Inner West Council Libraries do not charge other NSW public libraries

**10. Suggested topics for discussion**

* Suggested items / activities as part of the 2019 meeting schedule:
  + Tour of the Galleries / reading rooms
  + How to find maps of the SLNSW catalogue
  + What HSC programs are offered by SLNSW
  + Talk from Learning Services about their young children’s program or their service to teachers
* Group agreed on a tour of the new Galleries

**11. Amalgamations update**

Northern Beaches

* Where once there were 3 separate catalogues to search (Manly, Pittwater and Warringah), you now search one integrated library management system – Spydus. Unfortunately, if you are searching via LADD, it still lists the 3 separate entities – it will take longer for LADD to merge.
* Deliveries for the Northern Beaches service has been streamlined – the courier van only collects/drops off at Warringah Mall, 2 deliveries per week. If other libraries are incorrectly placing Manly or Pittwater on the transit slips, Larry (driver) will redirect items to Warringah Mall. Rouska has offered to send an email to the ILL elist regarding how to address items to their library system.

Inner West

Canterbury Bankstown

* The NUC code NCML no longer exists on LADD/LA – NBANK is used instead yet all items sent via the van run are delivered to Canterbury Library (Bankstown is no longer on the run).
* Postal deliveries are still arriving addressed to Bankstown which is inconvenient as it can take some time before it gets sent to Canterbury. Please address all postal items to Canterbury.

General

* Please let Teresita know when there is only one NUC code representing an amalgamated library system and she will update the ILL Wiki page.

**12. General business**

* Thank you to Kristin for taking the minutes for the August meeting.
* Thank you to Ashfield Council for the tour and for hosting the Christmas meeting.

**Attendees:**

Murray Boothman: Strathfield

Teresita Quinones: Waverley

Rukhshana Hossain: Mosman

Lien Cao: Marrickville (Inner West)

Huong Tran: Lane Cove

Fujing Zhao: Kuringgai

Diane Parkin: Hornsby

Sue Hamling: Central Coast

Kristin Ovidi: Sutherland

Mark Ross: Ryde

John Hogan: Canada Bay

Parekh Chandra: Burwood

Chandra Jillings: Ashfield (Inner West)

Mayer Wu: Canterbury Bankstown

Maria Wiemers : SLNSW

Rouska Wong: Northern Beaches

**Meeting schedule 2019**

**All meeting are in the Unaipon Room, Level 1, SLNSW**

Monday 4 February 2019 – Meeting and Tour of Galleries

Monday 6 May 2019

Monday 5 August 2019

Christmas TBC