Minitex/MnLINK Interlibrary Loan Committee Notes
June 23, 2010 (Minitex Conference Room, 10 am - 3 pm)

Present: Faith Bonitz, Jean Clark, Sonja Eilertson, Ted Hathaway, Evan Kelley, LeAnn Dean (for Sandy Kill), Ruth Martin, Donna Peterson, Becky Ringwelski, Dianne Schmidt, Nick Banitt, Agnes Lee

Absent: Mollie Pherson, Paul VanCura

Note taker: Evan Kelley

Agenda and Notes: The meeting agenda was reviewed. Notes of the Committee's October 6, 2009, meeting were reviewed. They have already been posted to the Committee's webpage.

Announcements:
- Becky Ringwelski reported the MnLINK User Group will meet September 20, 2010. The keynote speaker will be Marshall Breeding, expert on ILS trends. Katie Birch, OCLC Director for Delivery Services, will also speak. Breakout session topics will include Ex Libris' Unified Resource Management framework, ECRL's Evergreen ILS, and OCLC's VDX and Navigator.
- Ted Hathaway reported a re-organization at Hennepin County Library has removed him a step from ILL. He will now supervise Linda Fritschel, who will directly supervise ILL at HCL. Ted will remain on the Minitex/MnLINK ILL Committee.
- Faith Bonitz reported the University of St. Thomas Library has purchased a state-of-the-art Bookeye overhead scanner which works directly with such ILL software as Ariel, ILLiad, and Odyssey.
- Becky Ringwelski reported the University of Minnesota-Twin Cities Library is engaged in a pilot project with OCLC to use local e-journal holdings and license agreement information to expedite handling of ILL requests.
- Evan Kelley reported he is leaving the Minitex/MnLINK ILL Committee because of his retirement from Dakota County Library later this Summer. Evan has served on the Committee since its inception in 1998.

Suggested Efficiencies for VDX ILL: This spreadsheet of recommendations made by the Committee to the MnLINK Gateway Operations Committee regarding VDX workflow was reviewed. The Operations Committee agreed that public libraries will eliminate overdue notices that are sent by the lending library, eliminate any invoice for an item worth less than $5, and that there should be one check on A-V materials, which will be done by the borrowing library before the item is returned to the lender.

ILL Policy Database Information: Agnes Lee presented a spreadsheet she has prepared detailing overdue and billing data gleaned from the Minitex Interlibrary Loan Policy Database. The information will be presented at the MnLINK Public Library Node meeting later this Summer.
**Tools and Resources:** Becky Ringwelski demonstrated the Tools & Resources for ILL Staff section of the recently re-designed Minitex website. Committee members made comments and suggestions regarding layout and labeling. Faith Bonitz will prepare a draft revision of the Best Practices information included in the section for Committee consideration.

**Announcement Memos:** Becky Ringwelski distributed draft memos she has prepared to be distributed to Minnesota libraries about the Tools & Resources for ILL Staff section of the Minitex website and about updating information in the Minitex Interlibrary Loan Policy Database. The Committee discussed the memos and, after minor revisions, Becky will distribute them.

**Delivery Update:** Kathy Drozd, of the Minitex staff, joined the Committee to report on Minitex delivery activities. Minitex moves more than a million items each year, including many not directly related to ILL. Kathy highlighted efforts to reduce the environmental impact of the delivery, Minitex's "last mile grants", and the expiration of current courier contracts a year from now. Kathy agreed to develop an outline for a delivery best practices document to be posted on the Minitex website. "Greening Interlibrary Loan Practices", a report by Dennis Massie of OCLC was discussed. Faith Bonitz will forward a copy of that report to Committee members.

**Committee Charge and Next Steps:** Becky Ringwelski distributed copies of the Committee Charge and solicited suggestions for next steps for the work of the Committee. After lively discussion, these next steps were identified:

- Develop a best practices document for **Interlibrary Loan Delivery**. The Committee will work from an outline to be prepared by Kathy Drozd.

- Develop guidelines for **reducing the environmental impact of ILL**. Agnes Lee, Ted Hathaway, Paul VanCura and Mollie Pherson will create a draft report on this topic.

- Promote and facilitate **purchase-on-demand policies**. Jean Clark, Donna Peterson, and LeAnn Dean will create a draft report on this topic.

- Describe and promote ILL by creating (or re-creating) an introductory **overview of current Interlibrary Loan arrangements** in Minnesota. Ruth Martin, Dianne Schmidt, Sonja Eilertson, and Nick Banitt will prepare a draft document.

Following from the "next steps" discussion, Faith Bonitz will prepare a document to encourage and facilitate electronic delivery of non-returnable interlibrary loan items. If possible, Faith will address the subject at the MnLINK Public Library Node meeting later this Summer. Paul VanCura, absent today, will be asked which of the "next steps" groups noted above he would like to join.

**Action items:**

- Faith will prepare revision of "Tools & Resources for ILL Staff"
- Faith will forward Dennis Massie report to Committee members
- Becky will distribute memos about "Tools & Resources" and ILL Policy Database
- "Next Steps" drafts will be distributed to Committee members by September 15
- Becky will schedule another in-person Committee meeting, probably for early-October