

**December 10, 2020**

**Motion to lower the overdue fine threshold for SASGuest Cards to \$4.99 by Jody Wolak (WAYN) /  
Seconded by Jonathan Deahl (WATE)**

The motion was voted on and approved.

Motion passed. Yes=25, No=5, Abst=9

YES: ADDI, ALPK, AUBN, CHEL, COMM, DEXT, FRAN, HIGH, HTWD, LVCC, LYON, MDHT, MILF, NOVI,  
PONT, REDF, ROAK, SLYN, TAYL, WALL, WATE, WAYN, WHLK, WIXM, WYDT

NO: BRIT, HART, RIVW, ROMS, TREN

ABST: BELL, BERK, CLAW, GARC, LIPK, NORT, OXFD, SOGT, SPRI

**October 22, 2020**

**Motion to delete these two patron types made by Jonathan Deahl (WATE) / Seconded by Don Priest  
(SOGT)**

The motion was voted on and approved.

Motion passed. Yes=36, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, GARC, HART, HIGH, LVCC,  
LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, RIVW, ROMS, ROAK, SLYN, SOGT, SPRI, TAYL, TREN,

WALL, WATE, WAYN, WHLK, WIXM, WYDT

**September 24, 2020**

**Motion to turn SIP2 authentication back on immediately by Garrett Hungerford (REDF) /  
Seconded by James B Lenze (GARC)**

The motion was voted on and approved.

Motion passed. Yes=31, No=1, Abst=2

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, GARC, HIGH,  
HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, PONT, REDF, RIVW, ROMS, SLYN, SPRI,  
TREN, WATE, WAYN, WHLK, WIXM, WYDT

NO: HART

ABST: CHEL, ROAK

**Motion by Paul McCann (DEXT) to accept and nominate Ed Rutkowski as the SASUG  
Chair-Elect / Seconded by Patty Braden (ROMS)**

The motion was voted on and unanimously approved.

Motion passed. Yes=35, No=0, Abst= 0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, GARC, HART,  
HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, PONT, REDF, RIVW, ROMS, ROAK,  
SLYN, SPRI, TAYL, TREN, WATE, WAYN, WHLK, WIXM, WYDT

**Motion by Alyson Lobert (COMM) to accept and nominate Adrienne Breznau as the  
SASUG Secretary / Seconded by Jonathan Deahl (WATE)**

The motion was voted on and unanimously approved.

Motion passed. Yes=35, No=0, Abst= 0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, GARC, HART,

HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, PONT, REDF, RIVW, ROMS, ROAK, SLYN, SPRI, TAYL, TREN, WATE, WAYN, WHLK, WIXM, WYDT

**August 27, 2020**

**Motion to go live with Auto-Renewal on October 1, 2020 by Garrett Hungerford (REDF) / Seconded by Joan Rogers (WATE)**

The motion was voted on and unanimously approved.

Motion passed. Yes=33, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FRAN, GARC, HMTK, HART, HIGH, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, SLYN, SPRI, TAYL, TREN, WALL, WATE, WIXM, WYDT

**Motion to turn Lost Notices back on immediately by Teresa Natzke (FRAN) / Seconded by Hilary Savage (BELL)**

The motion was voted on and unanimously approved.

Motion passed. Yes=35, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FRAN, GARC, HMTK, HART, HIGH, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, ROMS, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT

**Motion to add an hourly media code by Garrett Hungerford (REDF) / Seconded by James B Lenze (GARC)**

The motion was voted on and unanimously approved.

Motion passed. Yes=36, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, ROMS, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT

**Motion to subscribe to Syndetics Unbound for \$16,081/year for 5 years and drop LibraryThing by Patty Braden (ROMS) / Seconded by Holly Teasdale (LYON)**

The motion was voted on and approved.

Motion passed. Yes=36, No=0, Abst=1

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, HTWD, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROAK, ROMS, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT

ABST: INKS

**Motion to approve the SAS budget by James B Lenze (GARC) / Seconded by Paul McCann (DEXT)**

Motion was voted on and unanimously approved.

Motion passed. Yes=36, No=0, Abst=0

YES: ADDI, ALPK, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, HTWD, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROMS, ROAK, SLYN, SPRI, TAYL, TREN, WALL, WATE, WHLK, WIXM, WYDT

**Motion to approve BDBS budget by James B Lenze (GARC) / Seconded by Andrea Dickson (WIXM)**

Motion was voted on and unanimously approved.

Motion passed. Yes=35, No=0, Abst=0

YES: ADDI, ALPK, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HMTK, HART, HIGH, HTWD, INKS, LVCC, LYON, MDHT, NORT, NOVI, OXFD, PONT, REDF, ROMS, ROAK, SLYN, SPRI, TAYL, TREN, WALL, WATE, WIXM, WYDT

**July 9, 2020**

**Motion by James B Lenze (GARC) to resume Coming Due Notifications immediately / Seconded by Jonathan Deahl (WATE)**

The motion was voted on and approved.

Motion passed. Yes=33, No=3, Abst=0.

YES=ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, FRAN, GARC, HART, HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, OXFD, PONT, REDF, RIVW, ROMS, SLYN, TAYL, WALL, WATE, WAYN, WIXM, WYDT  
NO= ROAK, SPRI, TREN

**Motion by Maryann Zurmuehlen (NOVI) to resume sending overdue notices 10 days after an item's due date to account for required quarantine time / Seconded by Terri Lancaster (CHEL)**

The motion was voted on and approved.

Motion passed. Yes=31, No=5, Abst=1

YES=ADDI, ALPK, BELL, BERK, BRIT, CHEL, COMM, DEXT, FERN, FRAN, GARC, HART, HIGH, HTWD, LYON, MDHT, MILF, NOVI, OXFD, REDF, RIVW, ROMS, SLYN, SPRI, TAYL, TREN, WALL, WATE, WAYN, WIXM, WYDT  
NO=AUBN, CLAW, LVCC, NORT, PONT  
ABST=ROAK

**Motion by Paul McCann (DEXT) to switch to unlimited overrides for patron accounts and keep item in Unfinished Business to review monthly / Seconded by Jonathan Deahl (WATE)**

The motion was voted on and unanimously approved.

Motion passed. Yes=35, No=0, Abst=0

YES=ADDI, ALPK, AUBN, BELL, BERK, CHEL, CLAW, COMM, DEXT, FERN, FRAN, GARC, HART, HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, OXFD, PONT, REDF, RIVW, ROAK, SLYN, SPRI, TAYL, TREN, WALL, WATE, WAYN, WIXM, WYDT

**June 25, 2020**

**Ed Rutkowski (BRIT) made a motion to turn on coming due notifications as of July 1 /  
Seconded by Amy Rosen (WHLK)**

The motion was voted on and did not pass.

Motion failed. Yes=14, No=23, Abst=1

YES: ALPK, AUBN, BELL, BRIT, CHEL, FRAN, GARC, HIGH, LYON, MILF, OXFD, PONT, SLYN,  
WHLK

NO: BERK, CLAW, COMM, FERN, HART, HTWD, LVCC, MDHT, NORT, NOVI, REDF, RIVW,  
ROMS, ROAK, SOGT, SPRI, TAYL, TREN, WALL, WATE, WAYN, WIXM, WYDT

ABST: DEXT

**Garrett Hungerford (REDF) made a motion to return to the two (2) hour time frame for  
hold notifications immediately / Seconded by Amy Rosen (WHLK)**

The motion was voted on and passed.

Motion approved. Yes=31, No=8, Abst=0

YES: ADDI, ALPK, BELL, BERK, BRIT, CLAW, COMM, DEXT, FERN, FRAN, GARC, HART, HIGH,  
HTWD, LVCC, LYON, MILF, NOVI, OXFD, REDF, ROMS, ROAK, SLYN, SOGT, SPRI, TAYL,  
WATE, WAYN, WHLK, WIXM, WYDT

NO: AUBN, CHEL, MDHT, NORT, PONT, RIVW, TREN, WALL

**June 11, 2020**

**Motion by Garrett Hungerford (REDF) to resume hold notifications on Monday, June 15, 2020 /  
Seconded by Terri Lancaster (CHEL).**

The motion was voted on and approved.

Motion passed. Yes=32, No=2, Abst=0 YES: ALPK, AUBN, BELL, BRIT, CHEL, CLAW, COMM, DHTN, DEXT, FERN, FRAN, GARC, HIGH, LVCC, LYON, MDHT, MILF, NORT, NOVI, OXFD, PONT, REDF, RIVW, ROMS, ROAK, SLYN, SPRI, WALL, WATE, WHLK, WIXM, WYDT NO: BERK, TREN

**May 28, 2020**

**Ratify decision made at 5/14/2020 meeting to temporarily increase the hold notification timeframe from 2 to 24 hours:** Motion amended to move this to Continuing Business at future meetings while approving the timeframe change from 2 hours to 24 hours by Garrett Hungerford (REDF) / Seconded by Paul McCann (DEXT).

- The amended motion was voted on and unanimously approved.

Motion passed.

Yes=39, No=0, Abst= 0. YES: ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, DEXT, FERN, FLAT, FRAN, GARC, HART, HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, OXFD, PONT, REDF, RIVW, ROMS, ROAK, SLYN, SOGT, SPRI, TAYL, TREN, WALL, WATE, WAYN, WHLK, WIXM, WYDT

**January 23, 2020**

**Circulation Billing Formula FY 2020-2021:** Only checkouts are counted for the circulation figure in the budget formula for the 2020/2021 budget year and renewals would no longer be counted in that figure. Motion to approve by James Lenze (GARC)/Seconded by Alyson Lobert (COMM & WALL).

Motion passed: Yes=23, No=0, Abst=0, Technical Difficulties=1

YES: DEXT, ROAK, COMM, GARC, ALPK, WYDT, TAYL, LYON, CHEL, NORT, LVCC, WATE, ADDI, WHLK, BERK, WAYN, HIGH, WIXM, SPRI, FERN, HTWD, REDF, ROMS

Technical Difficulties: NOVI

**Circulation Committee's damaged/missing policy/document:** Motion was made to accept the policies with the changes by Sandy Ruhmann (ALPK) and seconded by Donna Winter (LVCC).

Motion passed: Yes=23, No=0, Abst=0, Technical Difficulties=1

YES: DEXT, ROAK, COMM, GARC, ALPK, WYDT, TAYL, LYON, CHEL, NORT, LVCC, WATE, ADDI, WHLK, BERK, WAYN, HIGH, WIXM, SPRI, FERN, HTWD, REDF, ROMS

Technical Difficulties: NOVI

**August 22, 2019**

**Patron Blocking Thresholds in CARL:** Lost item blocking threshold to 0 for all patron types.

Motion for the Lost Item blocking threshold to be set to 0 for all patron user types:

James Lenze (GARC)

Seconded by: Garrett Hungerford (REDF)

Motion passed: Yes=28, No=0, Abst=0

YES: ALPK, BELL, BRIT, CHEL, COMM, DEXT, FERN, GARC, HART, HIGH, HTWD, LVCC, LYON, MDHT, MILF, NORT, NOVI, OXFD, RIVR, ROMS, REDF, SPRI, TAYL, WALL, WAYN, WATE, WHLK, WIXM.

Implementation date for this is TBA.

### **July 25, 2019**

**Auto-renewal Vote** (Lori Coryell, SASUG Chair)

Motion for SAS to implement automatic renewal of materials in July 2020: Garrett Hungerford (REDF)

Seconded by: Don Priest (SOGT) Motion

passed: Yes=27, No=2, Abst=1.

Yes: ALPK, AUBN, BRIT, CHEL, COMM, DEXT, DHTN, FERN, GARC, HART, HIGH, LYON, MDHT, NORT, NOVI, PONT, REDF, ROAK, ROMS, SLYN, SOGT, TAYL, WATE, WAYN, WHLK, WIXM, WYDT

No: OXFD, SPRI

Abstain: LVCC

### **April 25, 2019**

**Auto renewal** Andrea Dickson, Wixom Public Library

Motion to vote in the future on implementing auto renewal in July 2020. Motion by Joan Rogers (WATE)

Garrett Hungerford (REDF) seconds.

All in favor by show of hands.

### **March 28, 2019**

**Overriding hard block patron status** (Anne Neville, TLN)

Motion to change the hard block override setting to Once per day, unless testing reveals it does not work as described by: Garrett Hungerford (REDF)

Seconded by Judy Macintosh (NORT)

Vote by show of hands, Nay=2, Aye=everyone else. Motion passed.

## **January 24, 2019**

### **Remote Voting** (Lori Coryell, SASUG Chair)

The results of the paper ballot on the question, Shall remote voting be included in SASUG bylaws?  
was Yes:19, No:15, No response:16.

### **SASUG Mission and Vision Statements** (Lori Coryell, SASUG Chair)

Motion to adopt the SAS Mission and Vision Statements by Paul McCann (DEXT)  
Seconded by: Alyson Lobert (WALL) Motion passed by unanimous voice vote.

## **September 27, 2018**

### **Renewal Parameters in CARL** (Andrea Dickson, SASUG Chair)

Motion to un-table the motion from last month which was to keep the current renewal parameters at  
renewing from the due date by Ed Rutkowski (BRIT)

Seconded by James Lentz (GARC)

Motion to keep current parameters as is by James Lentz (GARC)

Seconded by Ed Rutkowski (BRIT)

Vote by show of hands

Yes: 19

No: 6

Abstain: 1

## **June 28, 2018**

### **Email Fine Notices** (Andrea Dickson, SASUG Chair and Paul McCann, Ex Comm Chair)

Motion by Terri Lancaster (CHEL): Suspend fine notices for six months and revisit it at that time. Motion

Seconded: Connie Ozinga (COMM) All in favor. One opposed.

Motion passes.

### **Renewal Parameters in CARL** (Andrea Dickson, SASUG Chair and Paul McCann, Ex Comm Chair)

Motion by Connie Ozinga (COMM): Wait two months to talk about this again

Seconded Don Priest (SOGT) All in favor. Motion passed.

### **Removal of Publication Date from Router List** (Andrea Dickson, SASUG Chair)

Motion to remove: Ed Rutkowski (BRIT)

Second: Terri Lancaster (CHEL)

All in favor. Motion passed

## **May 17, 2018**

### **Billing Formula (Paul McCann, Ex Comm Chair)**

Motion to adopt the billing formula as it was presented at the March meeting and as it is detailed in the spreadsheet that was distributed.

[The formula passed by ExComm on March 1 billed system costs to members with 65% of costs divided equally by library (Basic Fee), 20% of costs divided proportionally by each library's previous year's circulation (Fee for Circulation), and 15% of costs divided proportionally by each library's number of linked items (Fee for Item Linked). ExComm on March 7 passed a further motion: "The SAS Executive Committee recommends to the TLN Board to use SAS deferred revenue to off-set costs for all libraries seeing an increase for the 2018-2019 budget year by crediting member accounts in the 2018-2019 budget year. The calculation for the credit will be 75% of the '18-19 increase as a year 1 off-set, 50% of the '18-19 increase as a year 2 off-set, and 25% of the '18-19 increase as a year 3 off-set. To clarify, the off-set is meant to ease the impact to libraries over 3 years, but the calculation and credit to member accounts will all take place as of the 2018-2019 budget." This recommendation was approved by the Board.]

Motion to adopt: Bryan Cloutier (OXFD)

Seconded: Becky Willemsen (MDHT)

25 in favor (unanimous vote) Motion passed.

## **January 25, 2018**

Notice Production Schedule (Anne Neville, TLN and Celia Morse, TLN Consultant) -Recommendations:

- Hold pick up notices: item stays on hold shelf for 7 days.
- Hold notifications will be sent first email, with failover to phone, with no more paper notifications.
- Overdue/courtesy notices:
  - a. Courtesy notices will be a three day notice (currently two) by email, then phone if no email, with ability for patrons to opt into text.
  - b. On the day something is due they will get an overdue notice (via email, phone).
  - c. Another overdue notice will be sent via email/phone at seven days late.
  - d. An item will automatically have a LOST status at 21 days. \*The notices will come from the library that checked the item out (it will still follow the owning library's rules). Patron will be notified of LOST bill by email first, phone second and then paper.

Notes about notices:

If the patron wants to opt into text notices, then it will be in addition to the other methods, not in lieu of. If patron does not have email or phone, they will not get a notification.

Email bouncebacks will automatically flag the patron record so staff will easily see they have an incorrect email the next time that patron record gets brought up.

Patrons will be able to change their own email address or phone number in system.

New system messages will sound more human (not as much like a computer).



CARL does not send SMS text for overdue notices. CARL might consider changing this in the future.  
Motion to accept all the recommendations: Ed Rutkowski, BRIT  
Seconded: Patty Braden, ROMS

### **March 23, 2017**

**Approval of Database Clean-Up Best Practices and Minimum Requirements Document:** Garrett Hungerford (REDF)

Jonathan Deahl (WATE) motioned to approve the Database Clean-Up Best Practices and Minimum Requirements Document. Seconded by Patty Braden (ROMS). Motion passes.

### **December 8, 2016**

**Vote on removal of all CVTOVERDUE bills:** motion to remove all CVTOVERDUE bills made by Jonathan Deahl, seconded by Connie Jo Ozinga. Motion passes.

### **April 28, 2016**

#### **Vote on MeLCat Recommendation by Ex Comm**

The motion is to accept the recommendation by the Executive Committee to not move forward with NCIP and to expand AV lending. Joan Rogers moved, James Lenze seconded, approval of the motion. The motion passed. Amy Rosen asked if there will be a survey about libraries that wish to change their profile. Paul replied yes, but then the timeline of changes will be up to MeLCat.

### **July 23, 2015**

#### **Changes to billing formula**

Connie Jo Ozinga made the motion to approve the proposed billing formula recommended by the executive committee. Linda Ballard seconded. The motion was approved.

### **March 26, 2015**

**Vote on request by CHEL to add new item types for New Software, New Teen Software and New Juvenile Software** - A motion was made at the February meeting to create three new item types for new

software, new teen software and new juvenile software by James Lenze (GARC), seconded by Linda Ballard (CHEL).

Motion on the floor to create three new item types for new software, new teen software and new juvenile software by James Lenze (GARC), seconded by Linda Ballard (CHEL) was voted on. Passed.

### **May 22, 2014**

**Request for Ultra Low General/1 year user profile:** The following motion was made by James Lenze (GARC): "Move to approve a new user profile of Ultra Low General with a one year expiration date". The motion was seconded by Ed Burns (FERN). The motion passed unanimously.

### **December 12, 2013**

#### **Renewal of patron record from another library – NOVI**

Paul McCann then made a motion to vote on whether to repeal the existing policy on card renewals. The vote results were 13 in favor of repeal with 3 opposed. The motion carried.

A new policy was formulated and reads as follows:

"Patrons must return to their home library for card renewal. One thirty day extension is allowed to patrons who are not blocked or barred, with dated and initialed note added to the patron record."

A motion was made by Michelle Wloch and seconded by Elizabeth Gulick to vote on the new policy. The results were 18 in favor, none opposed. The motion carried.

### **May 23, 2013**

**Request for change in Michicard User Profile Fine Threshold - WHLK** Amy Rosen requested the MichiCard user profile fine threshold be lowered from \$15 to \$5, consistent with WHLK's use of the ULTLO-GEN default profile. Motion to approve by Connie Ozinga, COMM, seconded by Ed Rutkowski, BRIT. Motion approved.

### **March 28, 2013**

#### **Request to add new Item Category 2: Tween – ALPK**

Motion to create a new Item Category 2 of Tween, by Celia Morse (BERK), seconded by jude halloran (HIGH). Motion passed.

## August 23, 2012

**Vote for the Z Field Proposal Change.** The new proposal from Tech Services is: "Subfield Z should not be used when a set is linked as one item. Use of |Z should always follow TLN documentation", i.e. apply |Z only to multipart sets that will be busted up and circulated separately. Linda Ballard moved to approve, seconded by Laura Gregory. All ayes, motion approved.

## June 28, 2012

**New item type - NEWRDVD** SPRI uses NEWDVD and DVD for 7-day loan DVDs and RDVD for "really, really popular" 3-day loan DVDs. They would like to use NEWRDVD to keep these available for in-households-only for 3 months. J Lenze (INKS) motioned to approve, E. Rutkowski (BRIT) seconded. All ayes. Reminder: if using a new item type, a library must contact TLN to let staff know which circ rule will apply and that they want the item type made visible for linking.

**Med-Low General Patron Profile** GARC wishes to increase the medium-low general patron profile holds limit from 25 to 50 holds to help address the increase in Mel Cat usage they experience when Garden City schools are closed. Proceeded with a motion by H. Sturm (MANC) to approve increase of holds limit to 50 for this patron profile, seconded by A. Rosen (WHLK). All ayes. This change affects only the threeyear card, the one-year medium-low-general profile and the medium-low-non-resident profile holds limits will remain at 25.

## February 23, 2012

**New item types request** (FERN.) MICHMUSIC, NEW-JMEDIA, NEWYAFIC, NEWYANONFIC, NEW-YADVD, YAMEDIA, New-TEENFIC, NEW-TNONFIC, and NEW1WKDVD. C. Morse (BERK) motioned, seconded by B. Willemsen (MDHT) to approve a "LOCALMUSIC" item type. All ayes.

## January 26, 2012

**Cataloging standards.** Four requests were made: 1) Stop changing audience code in juvenile record from specific "a" (preschool), "b" (primary), or "c" (pre-adolescent) audience level to "j" (general juvenile) and use record as received. 2) Regarding young adult (audience level "d" records) previously edited as adult: stop editing call numbers (e.g. stop adding Dewey number for fiction) and subject headings (e.g. stop removing "juvenile literature") and use record as received. 3) Stop adding an additional call number field (092 for local call number) to enter Dewey number limited to three digits past the decimal. Keep the Dewey class number as received in 082 field. If there is no 082 Dewey class number field the 092 will still be added. 4) Stop adding a 099 field for a local free text call number, eg. DVD, BOOK ON DISC, MULTIMEDIA KIT. The GMD (General Material Designation) will still show in the Title field ([video

recording (DVD)], [sound recording (CD)], and [sound recording (KIT)]. None of these changes will affect display or searching in the public catalog.

Motion to approve request that these 4 cataloging edits may cease by Jessica Keyser (), second James Lenze (). All ayes.

**Request from Novi Library for addition of “international” item type.** Motion to approve by Ed Rutkowski (BRIT), seconded by Patty Braden (ROMS). All ayes.

### **November 10, 2011**

**Several requests for new item types:** NEW TDVD, NEW TBRAY, NEW JCD, NEW TCD, NEW JBKONCD, NEW TBKONCD, NEW JSHRTLN, NEW TSHRTLN, Outreach, Big Book and New Large Print. Libraries encouraged to use Item Category 2 and a Location to help differentiate within an item type, however different item types may be needed when loan periods or fines differ. Motion to adopt the new item types by Joan Rogers (WATE), second by Linda Ballard (CHEL). Mostly ayes, 1 no. Motion carried.

### **September 22, 2011**

#### **Reciprocal lending of audio-visual items within the Shared System**

MOTION: As of January 2012, all Item Types that permit holds must be available to all patrons of all Shared System libraries with the following exceptions: NEW Item Types (e.g. NEW-BOOK, NEW-CD, NEW-DVD, etc), may be used to restrict holds to local. Items may be placed under a type so restricted for a recommended maximum of 3 months. Item types used for computer hardware or other equipment (e.g. Kill-a-Watt, eReaders, laptops, computer games, etc.) may be restricted to local hold only. This agreement will be on a trial basis for six (6) months. At the end of that time SASUG will review this policy and revise as needed. Moved by Connie Jo Ozinga (COMM), seconded by Ed Rutkowski (BRIT). 24 in favor, 2 opposed. Motion passed.

**New Item Types:** REDF requested New Short Loan, New MP3 in prep for sharing AV. Motion to approve by Laura Gregory (MELV), seconded by Teresa Natzke (FRAN). Passed unanimously.

### **August 25, 2011**

**Request for new item types:** New Juvenile and New YA – Amy Rosen (WHLK); New TV Series and Teen Short Loan Lawrence Marble (SLYN)

SLYN wants to use a different loan period for TV series than for other new DVDs. New nonfiction DVD was proposed as more generic

Motion to create these four item types by James Lenze (INKS), seconded by Lawrence Marble (SLYN). Motion passed unanimously.

**Discontinuing use of LocalItem1, LocalItem2, and LocalItem3 item types** – Amy Rosen (WHLK)  
Motion to retire these item types as of January 1, 2012 by Joan Rogers (WATE), seconded by Tina Hatch (MILF). Motion passed unanimously.

### July 28, 2011

**Proposed changes to Ultra-Lo-Gen user profile:** A motion was made by Paulette Medvecky to lower the hold limit in the Ult-Lo-Gen User Profile from 25 to 15, seconded by Celia Morse (BERK). Some supported lower limits but not changing privilege limit, and some felt more notice was appropriate before changing limits; it was tabled. Motion was revived and passed.

**More NEW item types were requested-** NF Blu-ray, Blu-ray, J Blu-ray, J DVD. Motion to add them was made by Paulette Medvecky (WAYN), second by Becky Willemsen (MDHT). Motion passed unanimously.

### May 26, 2011

**Garden City closure-** just a few days before the meeting it was announced that Garden City Library would be closing by the end of May. Patrons have all been changed to a new profile Anne created that won't allow them to place holds. Anne reported that she would not usually create a new profile without the groups authorization but felt it was necessary due to the short notice of the closure, so she asked for approval from the group.

Motion to approve the creation of the new profile by Celia Morse (BERK), seconded by Paulette Medvecky (WAYN). Passed unanimously.

Motion to authorize Anne to create new profiles in the future in response to emergency situations by Paulette Medvecky (WAYN), seconded by Lawrence Marble (SLYN). Passed unanimously.

### March 24, 2011

**Request for LIBRARY CLOSED user profile** – Celia Morse

A LIBRARY CLOSED profile with no borrowing privileges would allow outstanding transactions to be completed, and allow the possibility of a library re-opening without re-registering all patrons. That this change can happen all at once at the system level is also useful. Multiple user profiles would not be able to be restored, unless some consistent basis was available (User Cat. 2, for example) for that. The profile should be tested in SAS and with SAM. ExComm should provide guidelines for its use.

Motion to create a LIBRARY CLOSED user profile allowing 0 checkouts, 0 renewals, and 0 holds by Becky Willemsen (MDHT), seconded by Paulette Medvecky (WAYN). Motion passed unanimously.

**Request for new item types JMEDIKIT and TMEDIKIT** – Joan Rogers (WATE)

Waterford want to be able to assign different circ periods to these categories of media kits. Motion to create new item types JMEDIKIT and TMEDIKIT by Michael McCaffery (DBHS), seconded by Laura Gregory (TREN). Motion passed unanimously.

### **December 2, 2010**

**Becky Willemsen (MDHT) presented final revisions of Damaged or Missing Pieces**

**Material policy.** Motion to approve by Mary Jo Suchy (BELL), seconded by Lawrence Marble (SLYN). Motion passed unanimously.

### **October 28, 2010**

**Motion to require items that are not in our cataloging utility to be sent immediately to BDBS for cataloging.** Effective when BDBS ready to implement by Becky Willemsen (MDHT), seconded by Amy Rosen (WHLK). Motion passed unanimously.

### **August 26, 2010**

**Request for new item type PLAYAWAY** – Ed Rutkowski for Pontiac Library

Motion to create a new item type for PLAYAWAY by Ed Rutkowski (BRIT). Seconded by Celia Morse (BERK). Motion passed unanimously.

Motion to create new item type for NEW-PLAYAWAY to facilitate patrons' need to search for all Playaways by Wendy Teagan (NOVI). Seconded by Joan Rogers (WATE). Motion passed unanimously.

### **July 22, 2010**

**Request for item types NEW-CD, NEW-AUDIOBOOK**

Motion to create item types for NEW-CD, and NEW-BOOKONCD, and NEW-DVD from Bob DeMayer (FERN). Celia Morse (BERK) seconded. Motion passed with one opposed.

### **May 27, 2010**

**Motion to implement patron credit accounts in Symphony for the Shared System.** It will be up to the discretion of each system library whether to create or honor such accounts. Accounts initially will be authorized to pay for the following bill reasons: Fax, Headphones, Overdue, Photocopy, Postage, Printing, USBdrives. Accounts will have a maximum balance of \$20, and will be non-refundable. Motion made by Ed Rutkowski (BRIT). Joan Rogers (WATE) seconded. Motion passed unanimously.

### **April 22, 2010**

**Motion to remove patron name and ID number from Pull Holds report** by Lawrence Marble (SLYN). BeckyWillemsen (MDHT) seconded. Passed unanimously.

### **February 25, 2010**

**Motion to cease cataloging of analog audiovisual materials** by Celia Morse (BERK). Joan Rogers (WATE) seconded. Motion passed unanimously.

### **January 28, 2010**

#### **Proposal to implement patron cash accounts – NOVI**

Motion to accept Novi's proposal of implementing patron cash accounts by Joan Rogers (WATE). Seconded by Sheryl Schumacher (WALL). Motion passed unanimously.

### **December 6, 2009**

**Motion by Celia Morse (BERK) that the ALT ID field should not have spaces.** Martin Smith (REDF) seconded. Motion passed.

#### **New item types – Joan Rogers**

Waterford Library is making available board games. Motion by Joan Rogers (WATE) to create BOARDGAME item type. James Lenze (GARC) seconded. Motion passed.

### **October 22, 2009**

#### **Request for new user type**

Motion to create a 1-YR MED-LO-GEN user profile by Becky Willemsen (MDHT). Seconded by Lawrence Marble (SLYN). Approved.

**September 24, 2009**

**Motion was made by Paul McCann and seconded by Joan Rogers to adopt the policy use of the Sub [z] field** as proposed by the Technical Services Committee and to require all libraries to send representative to the initial training sessions. Motion carried unanimously.

**June 25, 2009**

**Martin Smith requested the addition of a new “users profile” Lo General with a one year expiration date.**

A motion was made to add a new user profile (1YR-Lo-Gen). Motion carried unanimously.

**April 23, 2009**

**Mary Rice (WATE) requested the addition of two new items types, Juvenile Software and Juvenile Reference.** Motion was made and unanimously approved.