Wisconsin Public Library Consortium
Digital Library Steering Committee Meeting Agenda
November 14, 2019, 1:00 PM

Teleconference meeting held via GoToMeeting – See instructions at end of agenda

1. **Call to order**

2. **Review Agenda –** changes or additions

3. **Approval of minutes** – September 19, 2019

4. **Reports: Committees, Workgroups and Project Manager Updates**
   a. Decisions made in between 09/19/19 and 11/14/19 meetings
   b. WPLC Board Report
   c. Selection Committee
   d. Collection Development Committee
   e. Project Update – See October Project Update

5. **Ongoing Discussion Items**
   a. **Steering Chair Nominations Committee**
   Background: The Nominations Committee (Michael DeVries, Jessica MacPhail, Molly Warren) are recommending Noreen Fish for WPLC Steering Chair for 2020.

      During the Meeting: As representative of the Nominations Committee, Molly Warren will state the group's nomination. The Steering Committee will discuss and vote on this nomination.

   b. **Patron Focus Group**
   Background: This is an opportunity to discuss and identify questions for the WPLC Patron Focus Group.

   c. **Discussion: Lucky Day**
   Background: The Steering Committee discussed implementing OverDrive's Lucky Day feature at the September meeting. The group had many questions that were answered after the meeting.
      1. Even if the consortium decides not to implement Lucky Day, do they need to implement/set lending periods so that Advantage accounts can implement it or if the consortium decides not to implement, do Advantage accounts set their own lending policies?
      Yes, like standard site lending policies, Advantage accounts can't customize lending policies for Lucky Day. If an Advantage member would like to enforce shorter lending periods or a limit on concurrent checkouts for Lucky Day, they'll need to have those policies set by the consortium, which will apply to the shared collection and all Advantage members. How to: https://help.marketplace.overdrive.com/7275.htm
      2. Are metered titles included and if so, how does that process work?

Yes, Metered Access titles are eligible to be added to Lucky Day. They operate the same as OC/OU titles do – the Marketplace user determines the number of copies they would like to designate as Lucky Day. If a Metered Access title expires, we will expire the Lucky Day copies before the non-Lucky Day copies. If you purchase a new copies of the title, those new copies will not be automatically designated for Lucky Day.

3. Can we limit the number of Lucky Day titles patrons can check out?
   Yes, see answer to #1.
4. If a patron has a hold on a title and they checkout a Lucky Day copy, does that hold get canceled/fulfilled?
   If the user has a hold on a title and borrows a Lucky Day copy and the loan period is shorter than the user's lending preference, they'll see the option to keep or cancel the hold on the borrow confirmation screen. If they stay on hold and reach the top of the wait list, the hold won't be released while they have the Lucky Day copy checked out– titles can't have multiple units borrowed concurrently. Otherwise, when the Lucky Day lending period is the same as or longer than the user's lending preference, the hold is cancelled. We message the user what's happening, whether the hold is retained or cancelled.
5. Life of lucky day items. Do items designated as lucky day automatically, after a certain period of time, get moved to regular circulation with holds? Or is this a manual process, or is it not even possible to move these titles out of Lucky Day?
   This is a manual process. Copies designated for Lucky Day will remain until they are removed via the tool in Marketplace. Copies can be added or removed from Lucky Day any time.

During the Meeting: The Committee will discuss and make a decision about implementing Lucky Day. If the Committee decides to allow Lucky day for either the consortium or Advantage accounts, the lending policies need to be set. Example of policies:

Set Lucky Day lending policies
Once set live, the policies below will apply to all Lucky Day copies on your OverDrive website.

☑ **Limit concurrent checkouts**
Prevent users from borrowing more than a certain number of Lucky Day copies at a time.
For reference, your users currently can only borrow 10 titles at a time, whether or not they are Lucky Day copies.

[1]   concurrent Lucky Day titles per user

☑ **Customize lending periods**
Control how long users can borrow Lucky Day copies of titles.
Note: You can only assign lending periods that your library already offers for each format.

📖 [7 days ▾]   Ebook lending period
🎧 [7 days ▾]   Audiobook lending period
▶️ [5 days ▾]   Video lending period

d. **Discussion and Action: Weeding Unavailable Metered Access Titles**
   Background: At the last Steering Committee meeting the group discussed OverDrive's recent weeding update if all copies of a Metered Access title are expired (in both the consortium and

Advantage collections), a title can be weeded, either manually or through an automatic weeding plan. Previously, titles could not be weeded at the consortium level if any copies (active or expired) were also owned by an Advantage account. Project managers asked OverDrive to temporarily turn off this new feature until Steering approves it as there is not a setting to exclude Advantage titles. The committee had some concerns about the automatic aspect of this process and wanted to know more about the general process and if there is an opportunity to share the titles that are eligible to weed with the selectors for review before they are deleted?

OverDrive responded that *the automatic weeding plan is set at the consortium/shared level and runs daily to weed eligible titles (that meet the plan criteria) within 24 hours. Titles in an Advantage account can only be weeded when all copies across the shared collection and Advantage accounts are expired. In other words, the weeding plan will not weed any titles that have Advantage units "in collection." Titles that are weeded via the automatic plan can be manually un-weeded any time using the weeding tool.*

There is not a way to preview or review titles before they're weeded via the plan—that would just need to happen via the manual process that whoever needed to review the list would have to manage.

During the Meeting: The Committee will discuss and make a decision about turning on this weeding feature.

6. **New Discussion Items**
   a. **Discussion: Issues with Libby and the Visually Impaired**
      Background: Blind and visually impaired patrons cannot currently use Libby as it is not compatible with screen readers. Currently OverDrive is working on this, but after requests for this improvement, there has not been any movement on OverDrive to provide this capability. OverDrive currently recommends using the Kindle Book option, the OverDrive App or the Wisconsin's Digital Library site for more accessibility features. OverDrive's statement can be found here: https://help.libbyapp.com/6056.htm

      During the Meeting: Steering will discuss providing a statement of support to encourage swifter development of screen reader capability by OverDrive

   b. **Discussion and Action: BiblioBoard Pilot Review and Recommendation**
      Background: As a part of the 2019 Recommendations, the Collection Development Committee had recommended putting a place holder in the 2020 budget for the continuance of BiblioBoard and then reviewing the pilot at the close of the Wisconsin Author Contest this fall. The Collection Development Committee reviewed the pilot and is recommending not to continue the BiblioBoard subscription. They are recommending that the simultaneous use BiblioBoard collection available via OverDrive of 350 titles, be purchased.

      During the meeting: The group will discuss and vote on the recommendation.

Additional Documentation: [2019 BiblioBoard Pilot Review and Recommendation](#)

    c. **Basecamp Pilot Review**
      Background: At the beginning of 2019, the Steering Committee began the use of Basecamp for file storage, information sharing, and in-between meeting discussion.

      During the Meeting: The group will discuss continuing the use of Basecamp for 2020.

7. **Committee information sharing and questions**

8. **Next Meeting Date: February 20, 2020 at 1:00 PM via GoTo Meeting**

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