

**TexShare Card WG Conference Call  
March 4, 2015, 3:00 pm**

Attendees:

Lee Hilyer (University of Houston) - chair  
Margaret Alvarado (The University of Texas at Austin)  
Yvette Elizondo (Lake Travis Community Library)  
Chip Hadley (Round Rock Public Library)  
Linda Plevak (Northeast Lakeview College)  
Rex Quick (Schreiner University)  
Fred Schumacher (Houston Public Library)  
Danielle Plumer (Texas State Library and Archives Commission)

Election of chair. Lee Hilyer agreed to serve as chair for FY16

**Minutes**

1. Review Lending Policy update for UT Southwestern and recommend action.

Chip Hadley moved to rescind the TexShare Card participation agreement for UT Southwestern based on the fact that UT Southwestern does not maintain a circulating collection. Rex Quick seconded. Motion passed unanimously. Danielle will notify the director of the decision.

2. Discuss TexShare Card expiration policy for possible action. Based on a report from a patron, the group discussed setting a minimum expiration period for TexShare Cards. The maximum is one year, but some libraries have set shorter periods.

The group recommended that public libraries offer a minimum expiration period of three-months whenever possible. This will be posted to the TexShare Card email list for further discussion, with final action to be taken at the next meeting.

3. Discuss review of Lending Policies. Of the 536 libraries currently listed as participating in the Card Program, 310 libraries have not updated their Lending Policies since 2008, when they were initially loaded in the system. Danielle requested that Working Group members advise her on possible methods to ensure that lending policies are accurate.

Based on input from the group, the link to each library's Lending Policy will be attached to their invitation to submit annual usage statistics and libraries will be asked to update lending policies at that time. In the TexShare Annual Report, library directors will then be asked to affirm that their Lending Policies are up-to-date.

The group also discussed the possibility of redesigning the Lending Policy form to emphasize how patrons from the library can obtain TexShare Cards vs. how borrowers from other libraries can use library materials. Danielle will work with her IT to develop a test version of the form and send it to the group for review. If the change is approved, group members will review existing Lending Policies to identify libraries that will need to update their policies using the new form.

- a. The group discussed the fact that card program statistics are optional. For FY2015, 63 public libraries and 19 academic libraries in the program did not report usage statistics.

Chip Hadley moved to ask the TSAB to require statistics from both public and academic libraries to 1) provide statistics to the state and 2) demonstrate the value of the Card program. Reporting would be incentivized by adding a restriction that after one non-reporting period, libraries would be placed on probation in the program and after a second non-reporting period libraries would be suspended from the program. Probation would place no restrictions on the library but libraries would be periodically notified that a second non-report will lead to suspension. Cards issued by a library whose participation has been suspended would no longer be honored as of the date of suspension. The motion was seconded by Margaret Alvarado. The motion passed unanimously.

4. The group discussed possible changes to the TexShare Card, such as offering an electronic version of the Card or cards that can be filled out electronically and printed from a website. The group agreed that adding a phone number for the issuing library would be desirable. Danielle will contact other consortia (OhioLink, etc.) to see how they are handling statewide borrowing cards.
5. Discuss TexShare Cards with Corrected/Altered Expiration Dates for possible action. Margaret Alvarado reported that UT Austin is seeing an increasing number of cards with alterations and corrections. The group suggested adding wording to the Librarian FAQ about corrections and alterations stating that cards with altered expiration dates are not valid.
6. Discuss master list of TexShare Card members for possible action. The group asked Danielle to research publishing a list of TexShare Card contacts at participating institutions to simplify contacting institutions about possible card issues. The group also suggested adding a filter to the Find-A-Library to allow patrons to search only for libraries that participate in the Card program.