

# Next Search Catalog Policy Manual

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Work currently in progress

## Table of Contents

Next Search Catalog History, Administration, and Policy development.....	3
Membership .....	4
Annual participation agreement.....	5
Withdrawal .....	6
Support .....	7
Training .....	8
Library accounts and library cards.....	9
Expired Patron Accounts .....	10
Lost Items - Next Search Catalog Libraries .....	11

## Next Search Catalog History, Administration, and Policy development

The Next Search Catalog began service in 2004 with nine participating libraries and a goal of providing convenient, rapid, and direct access to the shared collections of participating libraries. Since that time, Next Search Catalog has grown to include 43 public libraries and one school district with 51 service locations. Next Search Catalog libraries have joined Next Search Catalog using LSTA automation grants provided by the State Library of Kansas as well as funding and staff time provided by NEKLS.

Northeast Kansas Library System (NEKLS) acts as the administrator for the Next Search Catalog and assigns staff to manage and maintain Next Search Catalog.

The Next Search Catalog administrators will determine policies and procedures that need to be established on a system-wide basis. The Next Search Catalog administrators will work with Next Search Catalog member libraries in establishing and modifying Next Search Catalog policies. New policies and changes to existing policies are subject to the approval of the NEKLS executive board.

Any policies not established on a system wide basis are left to the individual member libraries to determine.

Approved 2017.03.16

## Membership

Membership in Next Search Catalog is open to:

1. Any NEKLS member library (size permitting)
2. Any other libraries in northeast Kansas as approved by the NExpress administrators

Due to potential size limitations in the existing Next Search Catalog ILS, requests for new membership may be limited by ability of the Next Search Catalog ILS to add new bibliographic, item, and patron records and still function efficiently.

All Next Search Catalog members must become direct service members of the Kansas Library Express courier system.

The only exceptions to the requirement for direct service will be made to libraries with multiple locations (such as district libraries with multiple branches or school districts with multiple locations). Libraries with multiple locations will be required to have direct courier service to at least one branch and that branch will serve as the drop-point for all of that library's deliveries.

All Next Search Catalog members must participate in the Kicnet statewide ILL system.

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## Annual participation agreement

The library director and the president of the board of trustees (or other library officers as approved by the Next Search Catalog administrators) at each member library shall sign an annual participation agreement for the following year.

A draft of the Annual Participation Agreement will be presented to Next Search Catalog members annually at the September Next Search Catalog Users Group Meeting for approval at the Next Search Catalog November meeting. The final copy of the annual participation agreement will be subject to the approval of the NEKLS executive board.

Approved 2017.03.16

## Withdrawal

Any library that wishes to withdraw from Next Search Catalog can do so by having their director and board of trustees inform the NEKLS executive board in writing 180 days prior to their desired withdrawal date.

The withdrawal of any library from Next Search Catalog does not relieve that library from any of the responsibilities associated with Next Search Catalog membership prior to their withdrawal date, nor does their withdrawal entitle them to any reimbursement for any fees already paid.

Upon withdrawal, Next Search Catalog will provide the withdrawing library with the following:

- A copy of its bibliographic and item records in Marc format
- A copy of its current patron database in a format to be determined on withdrawal
- A copy of its current transactions in a format to be determined on withdrawal
- A list of items and patrons describing items checked out to patrons at other NExpress libraries that are owned by your library
- A list of items and patrons describing patrons at your library that have items checked out that are owned by other Next Search Catalog libraries

Any expenses incurred beyond the extraction of Marc, borrower records, and current transaction records will be determined by the Next Search Catalog administrators and will be borne by the withdrawing library.

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## Support

Any software issues with the Next Search Catalog ILS or other should be communicated to the Next Search Catalog administrators.

Any contact with support outside of Next Search Catalog will be made by the Next Search Catalog administrators.

The Next Search Catalog administrators will establish procedures allowing member libraries to contact staff after hours, on weekends, and at other times the NEKLS offices are normally closed.

Approved 2018.01.23

## Training

The Next Search Catalog administrators will offer a minimum of 3 training sessions at least two weeks prior to major software upgrades to the system ILS. At least one training session will take place at the NEKLS office. At least two training sessions will take place at member libraries outside of Lawrence.

Library staff training for the ILS and other topics is available on request for staff at any member libraries. Scheduling of training must be arranged in advance with the Next Search Catalog coordinator.

Approved 2018.01.23



## Library accounts and library cards

Each patron will have only one library account in Next Search Catalog with three exceptions:

- Minors in joint custody situations may have one card linked to each parent or guardian in the joint custody arrangement
- Library cardholders at public school libraries are issued separate cards for school use only
- Other exceptions may be made as approved and documented by the Next Search Catalog administrators

If a patron is found to have duplicate accounts that do not fall into one of the approved exceptions, one account must be deleted. If one or both of the accounts have overdue items or fees owed, both accounts will be blocked until the overdues and fees are resolved.

Next Search Catalog accounts will be required to include:

Legal First name

Legal Last Name

Date of birth

Current address \*

Current phone number (or "No phone" or "Disconnected") \*

Library

Card Number

Categorycode

\*School addresses will be used for cardholders at school districts

\*\*"No Phone" will be used by default for school district patrons

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## Expired Patron Accounts

Patron accounts that have been expired for more than 3 years, have a \$0.00 fee balance, no attached guarantee accounts, no outstanding hold requests, and no checked out items will be deleted from the system at least twice per year.

The Next Search Catalog administrators will develop a process for carrying out this policy and informing member libraries the number of patron accounts that have been deleted as a part of this process.

Patron accounts that have been expired for more than 3 years, have a fee balance, have attached guarantee accounts, have outstanding hold requests, have checked out items, or have any combination of these conditions may be deleted at the discretion of the patron's home library.

The Next Search Catalog administrators will develop a process for notifying member libraries which of their patrons meet these criteria.

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## Lost Items - Next Search Catalog Libraries

Next Search Catalog libraries enjoy the benefits of a shared regional catalog. We accept that there will be occasions when materials loaned from one library to another library may be lost. When this occurs, the following applies:

1. Wherever an item hits the scanner, the transacting library is responsible for the item.
2. Libraries should make every effort to secure return of items. After 45 days overdue, items will be marked lost automatically. The transacting library will invoice patrons for all items marked lost, regardless of the owning library. Any money collected (over \$5) will be sent back to the owning library.
3. Adjusting replacement prices, debt forgiveness, and replacement items: Patrons are responsible for amount listed on the item, unless the transacting library speaks with the owning library and works out a different arrangement.
4. The transacting library is the ONLY library that should be contacting patrons regarding lost materials.
5. Sixty days after the item is marked lost, the owning library may invoice the transacting library for the lost item. Libraries receiving an invoice are obligated to pay the invoice or otherwise resolve the matter with the owning library.

Adopted October 2015