

City University of New York (CUNY)

## CUNY Academic Works

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Meeting Minutes

Library Association of the City University of  
New York

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2021

### LACUNY Interlibrary Loan Roundtable Meeting Minutes, March 2021

LACUNY

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**March 22, 2021**  
**LACUNY ILL Roundtable**  
**Spring 2021 Meeting Minutes**  
**11am-12pm**  
**Zoom**

**Attendance**

Clementine Lewis (LaGuardia), Beth Posner (Grad Center), Gene Laper (Lehman), Judith Wild (Brooklyn), J. Silvia Cho (Grad Center), Stephen Walker (Lehman), Rhonda Johnson (Hostos), Guerda Baucicaut (BMCC), Andrew Leykem (CSI), Sherry Warman (Brooklyn), Maria McComis (Queens), Di Su (York), Wilton Yeung (Baruch), Kathy Williams (CUNY Law), Neera Mohess (Queensborough), Will Koch (Brooklyn), Julie Turley (Kingsborough), Karen Okamoto (John Jay)

**Announcements**

- [Empire Library Delivery \(ELD\)](#): As of July 1, 2021, printed shipping labels will be required. Webinar on Fri March 26th about this. Gene Laper will resend ELD's email about this to the listserv.

**Agenda**

**Promoting ILL**

- LaGuardia has developed an ILL help guide. They have noticed an increase in requests.
- The Grad Center has been publishing blog posts about ILL. They will be presenting at the OLS Assessment Spring Fair and OCLC's RSC21 conference examining faculty acknowledgements as a way to assess the impact of ILL.
- Hostos is focusing right now on providing reserves but they hope to focus on ILL services soon.

**Overdues and extending loans**

Judith asked about receiving ILL loans from patrons and libraries not extending loan periods.

- John Jay has a book drop for patrons who wish to return items. They are asking for loan extensions.
- The Grad Center will send dummy requests to pay libraries to borrow items that the Grad Center has borrowed from them. They are contacting ILL supervisors for loan extensions.
- Brooklyn will pay postage for returns from their own patrons but patrons need to bring items to the post office for a quote in order to be reimbursed.
- LaGuardia is calling ILL departments for renewals and sending emails to lending libraries. LaGuardia also requests renewals via OCLC.
- Hostos is encouraging onsite returns. Reservations are required to visit campus. They are encouraging patrons to use tracking when mailing returns.

**Metro Delivery update?**

Beth does not have an update. [Join the upcoming Metro resource sharing meeting on April 27, 2021 at 2pm](#) via Zoom and ask for an update.

**Empire Library Delivery (ELD) service**

No one at the meeting has resumed ELD services. Hostos will monitor staffing levels and the number of items being returned before deciding when to resume ELD.

**RapidILL**

No one at the meeting is using RapidILL. It sounds fast and efficient. Rapid is great but quite expensive. Fees are not public.

**What is your ILL budget?**

- LaGuardia does not have a Library budget. However, LaGuardia is using the IFM system to pay fees as needed
- The Grad Center doesn't have a budget but they communicate what is needed.

**Copyright policy document from GC**

The GC created a copyright policy document (it was shared on the LACUNY ILL roundtable listserv on March 18, 2021) to explain their shift from adherence to outdated [CONTU](#) guidelines, which were written in the 1970s, to actual copyright law. Other libraries have been doing this. The GC has been examining the volume of requests for journal articles and making decisions based on these numbers and requests. This policy document might be shared with the Council of Chiefs.

**Reopening plans**

- Queensborough CC and LaGuardia College have submitted reopening plans.
- Hostos library is being asked by their administration to open the week before finals and during finals. They are providing a place to study with no services. The space has been reconfigured for COVID. This will be a test for reopening in the fall. There will be 2-hour reservation slots and 20 seats available. Public Safety will only be present. Circulation might be open. Librarians and staff are going into work. Some students are printing on campus and using photocopiers. Books are currently quarantined for 4 days. Teaching faculty can request scans of reserve items.
- Laguardia is currently offering study spaces (no computers) outside of the library.
- Queensborough will be open in the fall. The library will be open partially during the summer. If faculty and staff have health concerns, etc. they can submit a reasonable accommodations form.
- If you are called back to work for any reason, let the local PSC reps know, and complete the linked form below. Someone will contact you and check to make sure everything is in order on the campus and in your worksite:  
<https://psc-cuny.org/issues/have-you-been-called-back-campus-work>

- Queens College: Open for up to 80 people to make reservations to study, and pick-up/drop off materials. Patrons make a reservation for the entire day. No one is forced to come in. Only one staff member per area at most can be in at one time.
- Kingsborough: There is demand for study space, but the library is not open right now.