Resource Sharing Task Force

Minutes of July 18th, 2011, 3:00 p.m.

Attendees:

Elaine McCreary, FAMU

Michele Crump, UF

Barbara Dubriel, NCF

Allison Piper, NCF

Paul Mosely, UNF

LeEtta Schmidt, USF

Mary Radnor, FIU

FAMU

* Normally do invoices twice a year
* No specific procedures, would like to see some
* 60 day loan period and 1 renewal

FIU

* Lending overdues
  + 1st overdue – 2 weeks when overdue
  + 2nd overdue – 35 days overdue
  + Send overdue notices once a week
  + Does not use the billing manager
  + Standard amount for invoices - $100.00 + $30.00 for processing
  + Have not blocked other institutions
  + 3rd overdue notice is invoice
  + Ideally would like to be invoicing 3-4 times a year
* 60 loan period – no renewal – have been renewing for 30 days

UNF

* $57.65 flat rate fee for lost books

USF

* $51.15 + processing fee
* 30 days loan plus one 30 day renewal

UFl

* Replacement cost + processing
  + $100.00 science
  + $65.00 all others
* Billing Manager is used to create invoices for lost books
* IDS Folks created a work around… Manually inputting – finance office is happy with new system?

NCF

* 4 invoices
* Invoice when 3-4 months past due
* Late fees
* $100.00 + $15.00 processing fee
* 90 days lending loan period