

Circulation Services Committee

Novi Meeting

March 9, 2017

Bill (COMM) called the meeting to order at 9:33 am, followed by the introduction of members with the following members signing in remotely: Elizabeth Alexander (LVCC), Elizabeth Korey (BLOO), Emily Good (DHTN), and Mary Graulich (DEXT).

Becky (MDHT) moved to approve the agenda and it was seconded by Judy (NORT). The motion carried.

Becky (MDHT) moved to approve the minutes for the January 12 meeting with the correction of adding Jon (WATE) to the list of members in attendance. Terri (CHEL) seconded it and the motion carried.

Shared System Update (Read by Bill)

The update to the Enterprise catalog that was scheduled for 02/03/2017 was completed successfully. Included in the upgrade were some CSS changes to the backend of the Enterprise Catalog.

The 3 ILS vendor demos took place as follows: TLC Carl-February 15-16, ILL Polaris-February 22-23, and SirsiDynix-February 27-28.

On Tuesday, March 28, 2017 the passwords for xxxstaff and xxxtech accounts for WorkFlows were changed. Passwords will continue to be changed on a regular basis every 6 months.

The updated Bylaws and the Circulation Policies and Procedures documents are posted on the Circulation Services Committee page: <http://tln.lib.mi.us/committee/circulation/>

Please remember to use the correct routing slip when sending items in delivery and to fill out the slips correctly. <http://tln.lib.mi.us/committee/circulation/files/docs/Determining-which-delivery-slip-to-use.pdf> and <http://tln.lib.mi.us/dept/delivery/files/deliverycodes.pdf>

Peach ILL Slips (FA113)-used by shared system libraries to send requested items out to libraries that requested them

White Send to Slips (FA149)-used by shared system libraries to send items back to their home location

Pink Send to Slips (FA149)-used by standalone libraries to send items back to their home location

Database Cleanup Documentation: Romulus shared their cleanup documentation at the January Shared Automation System User Group meeting. It can be found at

<http://tln.lib.mi.us/committee/sasug/files/docs/Database%20Cleanup%20Documentation.pdf>

Yellow receipts used by Manchester District Library are acceptable as long as library information is written in black if the item is going back to owning library and written in red if the item is to fill a hold.

SASUG report-Becky (MDHT)

Our policy changes were approved.

All libraries should clean up the database as much as possible. Examples are: If an item is missing more than a year, it should be moved to the discard user. Collection information over 7 years old can be removed.

Discussion of reports TLN can do for us

Examples are: Long overdue report (Can have patrons barred using this report)-suggested by Terri (CHEL)

Lost and paid report (Can contact library that accepted payment if they have not forwarded the money)-suggested by Jon (WATE)

Discussion of lost items

Judy (NORT) reminded us to mark items as lost and the system will add the processing fee to the bill. Do not take payment without calling the owning library first to do a shelf check.

Becky (MDHT) reminded us payment may be made using the catalog; owning library receives the money; discourages sending cash through the delivery

Bill (COMM) shared that Section 4 of our policy deals with lost items and accepting payment.

Patti (SLYN) suggests putting damaged items in a bag, so it alerts the home library of a problem when receiving the item in delivery.

Processing fee survey-Bill (COMM)

Our survey regarding processing fees is three years old. Survey was passed around at the meeting so changes could be made.

Plans to call other libraries so they can update their policy. Survey is not a substitute for calling the owning library.

New applicants-Terri (CHEL)

Enter as much information as possible to include: first, middle, and last names, birth date, and driver's license number. Driver's license number should be entered without spaces.

Terri (CHEL) began a discussion on fees for MeLCat items. The borrowing library may charge fines, but MeLCat does not charge fines for items that are overdue.

Discussion of library cards for digital use-Kelly (FERN)

Ferndale is working with local schools for students to get library cards. There was a problem with one parent not wanting her child to have a library card. The teacher wants the student to

get a special card to be able to access digital services only. Committee shared concerns about the e-card being in the system and it was pointed out that SASUG would have to approve.

The meeting was adjourned at 11:48am. The motion was made by Terri (CHEL) and seconded by Jon (WATE). The next meeting is May 11, 9:30am at Birmingham Baldwin Library.

Members in attendance

Jayne Johnson (WYDT)
Jakki Malnar (WYDT)
Hannah Lesniak (WIXM)
Lisa Bachman (REDF)
Marion Reed (HIGH)
Kim Sharp (WHLK)
Bill Wines (COMM)
Amy Viergutz (CANT)
Rita Otzman (WAYN)
Lynda Wiltse (TREN)
Kristen Tait (BALD)
Gloria Finzel (FMHL)
Megan Drozan (FMTN)
Judy McIntosh (NORT)
Maryann Zurmuehlen (NOVI)
Sandy Ruhmann (ALPK)
Kim Oakley (ALPK)
Patti Davies (SLYN)
Jon Deahl (WATE)
Becky Willemsen (MDHT)
Sally Kohlenberg (HTWD)
Dawn Chlebo (MILF)
Linda Tingley (AUBN)
Kelly Bennett (FERN)
Colleen Tabaka (TAYL 26)
Terri Lancaster (CHEL)

Remotely

Elizabeth Alexander (LVCC)
Elizabeth Korey (BLOO)
Emily Good (DHTN)
Mary Graulich (DEXT)