Circulation Committee Meeting Minutes
Huntington Woods Library
January 11, 2018

Call to Order
Jonathan Deahl called the meeting to order at 9:43 a.m.

Approval of Agenda
Becky Willemsen (MDHT) moved to approve the agenda as amended. Kim Sharp (WHLK) seconded.

Approval of November 2017 Meeting Minutes
Becky Willemsen (MDHT) moved to approve the minutes from November 2017, as amended. Colleen Tabaka (TAYL) seconded.

System Update
Brigette Felix (TLN) asked for a show of libraries that order bulk Avery removable labels and bubble mailers through TLN, and whether the prices offered through TLN are better than those libraries are able to get through their own suppliers. A few libraries indicated they are able to get better prices through their own suppliers. As long as there is interest, TLN will continue to purchase these bulk supplies.

Old Business

- Circulating microfilm and microfilm readers is still being discussed. Currently, microfilm and microfilm readers are not able to be borrowed through TLN libraries, so TLN library patrons will not be able to borrow them from other MeLCat libraries.

- The Circulation Committee wishes to improve committee attendance and participation. Kelly Bennett (FERN) created a flyer that was sent out to each library that receives TLN delivery to recruit attendees. Jonathan included a request for attendance in an email to the EVERYONE distribution list.

New Business

- Becky Willemsen (MDHT) stated that information about the CARL migration could be proprietary. It was suggested that nonproprietary information be shared at the beginning of the meeting, so that Stand Alone Library attendees may leave the meeting, if necessary. At this stage, Celia Morse (TLN) explained, the discussion could include Stand Alone Library attendees, since the topics covered would not include proprietary information.

- Jonathan Deahl (WATE) asked if due dates on materials returned during holiday closures could be staggered so that returns would be spread throughout several days, avoiding overburdening staff with returns on a single day. According to Brigette Felix (TLN), the system looks for the next open day for your library to assign due dates. To alleviate a glut of returns, Brigette recommends fine free discharge; providing a modified due date for patrons at checkout; or discharging items during the holiday. Since TLN has to run a report to generate patron hold notifications, patrons will not be notified of available holds when TLN is closed for holidays.

- Celia Morse (TLN) provided an update about the CARL migration. TLN continues to work diligently with CARL staff on the design phase of the system. CARL staff will tell TLN how to write the design so that the CARL system can understand it. The design of the system determines fines, loan periods, renewal limits, etc., which is a detailed and time-consuming part of the design process.

  CARL received the first data extract and has loaded the bibliographic database from SirsiDynix. Out of approximately one million records, only one record was kicked out for errors, so the process went smoothly. Around May 10, the bibliographic database will be frozen, and no new records will be added to CARL.

  Although CARL is similar to our current ILS in how it works, the terminology is different, and will require learning. For example, what SirsiDynix refers to as an "item type" is called a "media code" in CARL.

  TLN is asking that shared system libraries continue to work on database cleanup.

  Suggestions include the following:

  On the TLN website at http://tln.lib.mi.us/dept/shared-automation/:
  Go to monthly statistics by library, select the current completed month, select total items linked by item type and item category 2. Review these categories, pick out any that are incorrectly linked and correct them. Similar lists can be

generated by a search under Item Type and Display in WorkFlows, and through Directors Station.

TLN recommends that Item Types match the item themselves in order to assist patrons in searching the catalog. For example, it is better to use DVD as an Item Type, rather than SPECIAL. For example, a DVD linked as SPECIAL, may not be returned in search results for DVDs. Item Type changes can be made globally through TLN.

Old patron records, along with old overdue fines and items should be removed. It is recommended that LOST-ASSUMED items be deleted at 5 years. The system will automatically clear these at 6 years. Use your library's DISCARD wizard when removing items.

IN TRANSIT and MISSING lists should be addressed and cleared.

After one year, items marked MISSING will be automatically purged.

FERN did an inventory of their collection for items not checked out in five years or longer. Items on the list, not located on the shelf, were marked missing, then were discarded, if not located in a subsequent check.

Learning and Teaching CARL
TLN staff will be trained at the end of March. In April, TLN staff will test the system. After this, the rest of the Shared System will be trained.

There will be 7 circulation classes. Some libraries will be able to send two staff members. Classes will be all day. 5 classes will be held on the catalog – public and staff versions. 2 serials and acquisition classes will be held in July. TLN will offer additional classes in May.

All CARL migration information can be found on the SASUG page of the TLN website, including CARL videos at http://tln.lib.mi.us/dept/shared-automation/.

It is highly recommended that all staff members be signed up to receive the SAS Users emails. Find distribution lists and information on how to sign up at http://tln.lib.mi.us/lists/.

HART_213 recently migrated to SIRSI, and may be able to provide ideas for training.

MeLCat and CARL will operate similarly to the way SirsiDynix and MEL work together. Patrons will still need to check the Shared System for materials before requesting them through MeLCat.

When your library receives an item through MeLCat sent by a Shared System library, Sally Kohlenberg (HTWD) recommends the hold be cancelled in MeLCat, and placed in the Shared System. Patrons should be instructed to check the Shared System first, then place a request through MeLCat only when an item is not available through the Shared System.

MeLCat borrowing and lending will be stopped around 90 days from the final transition to CARL, and will remain unavailable for 2-3 weeks after we begin using CARL. This is to avoid transferring brief records to CARL, and prevents MeLCat requests from being placed immediately, allowing staff to adjust to the CARL system.

Eventually, CARL plans to write an interface that will work with MeLCat.

Celia Morse (TLN) is willing to speak with staff and/or board members about the CARL migration, if desired. Questions about the CARL migration can be emailed to Celia at cmorse@tln.lib.mi.us.

Respectfully Submitted,
Emily Good (DHTN 7)

Attendees
Kim Sharp WHLK 73
Elizabeth Alexander LVCC 32
Becky Willemsen MDHT 29
Lynne Severini Grosse Pointe
Megan Drozen FMTN 33
Gloria Finzel FMHL 36
Mary Boertmann HZPK 39
Terri Lancaster CHEL 216
Rita Otzman WAYNE 23
Diana Pierce BRIT 212
Tina Fleischmann BRIT 212
Emily Good DHTN 7
Kristen Tait BALD 75
Hannah Norman WIXM 38
Jonathan Deahl WATE 64
Judy McIntosh NORT 13
Janet Davio LYON 93
Pam Quackenbush LYON 93

Kelly Carter ROAK 65
Marion Reed HIGH 56
Florence Schenk BERK 30
Dawn Chlebo MILF 58
Linda Tingley AUBN 50
Lauren Murphy OAPK 37
Amy Viergutz CANT 77
Kelly Bennett FERN 69
Sally Kohlenberg HTWD 31
Don Priest SOGT 14
Colleen Tabaka TAYL 26
Lynda Wiltse TREN 16
Brigette Felix TLN 49
Jaema Berman ADDI 43
Celia Morse TLN 49

Remote Attendees:
Karen Schiller SLYN 97
Kim Oakley ALPK 4
Patti Davis SLYN 97
Jacqueline Seimer OXFD 42
Jenni Gannod CLAW 15
Mary Graulich DEXT 221
Nicole Kessler LIPK 12
Tiffany Dentamaro ROMS 22