TLN Circulation Services Committee
September 13, 2018
Commerce Township Community Library

Jonathan Deahl (WATE) called the meeting to order at 9:31 AM

Introductions

Approval of Agenda: Becky Willemsen (MDHT) moved to approve the agenda with a second by Terri Lancaster (CHEL)

Approval of May, 2018 Minutes: Sally Kohlenberg (HTWD) moved to approve the minutes with a second by Kelly Bennett (FERN)

Old Business:
Election of Remaining Officers for 2018/2019:   Chair: Kelly Bennett (FERN)
Chair Elect: Becky Willemsen (MDHT)
Secretary: Judy McIntosh (NORT)

New Business:
SASUG Update: The SASUG update from the September SASUG meeting can be found at http://tln.lib.mi.us/sasupdates

System Update:
- Shared system training for acquisitions, circulation, linking and serials is now available. The schedule and registration form is at https://tln.lib.mi.us/sastraining/. Reports training should be available sometime this fall.
- Hold cancellation issue: when a staff member cancels a hold for a patron, the box that asks if the patron should be notified was previously automatically checked. Currently the box is unchecked. Having this box checked or unchecked is a system wide decision so discussion will continue at the next SASUG meeting
- TLN Board/Ex-comm discussed what level of access Gibraltar will have to the shared system via the contract they have with Flat Rock. More information on this to follow. Ex-comm developed a document with suggested points for members returning to SAS
- Inkster re-opened on August 20th at a temporary location. They plan to be in their new permanent location in May, 2019. Inkster items will not be available to fill holds because much of their collection is in storage. This also prevents them from participating in Melcat
- Acquisitions and vendors is almost ready
- Collection agency is currently in the works
- Carl plans to provide the FRBR catalog on the training server in mid-September The FRBR (Functional Requirements for Bibliographic Records) catalog puts all formats of an

item under the same "umbrella " title record so patrons can easily see all the different formats available

- Melcat went live on September 5. Documentation on how to process Melcat items is available at https://tln.lib.mi.us/dept/shared-automation. A password is required to access this document.
- The next project Carl will work on is E-resources.
- If your library adds something that touches SAS they should let TLN staff know
- Carl renews items from the due date and gives the extension from that date. Symphony renewed items from the date of the renewal. SASUG decided to give libraries some time to see how the Carl renewal process works. Motions regarding renewal parameters were tabled until the September SASUG meeting
- Ex-comm recommended that both the STS and BDBS budgets be approved. Both were approved unanimously.

Claims Returned/Never Had

Terri Lancaster (CHEL) reports that the history tab for claims returned and never had isn't displaying properly and that claims returned items are removed from the history once they're returned. Also, the "never had" items aren't appearing in the history tab. Items which are claimed "never had" are automatically being changed to lost. Terri says that since Carl doesn't have a counter to keep track of how many items are claimed returned, it makes the history more important.

Carl doesn't allow any backdating on claims returned. Although Carl does waive any fines, the item still remains "overdue" on the patron record.

Items claimed returned at other libraries should show up somewhere on the router list at that library – maybe in the item router portion?

Router List

There was concern expressed regarding the uneven distribution of the router list. However, this problem has been fixed. Only 5 libraries are reporting that their list has increased. The list should be evenly distributed now. Items are re-distributed every time the list is run. If you are running it in the afternoon, it is recommended you wait until after 2:30.   It was also reported that occasionally media codes are missing.

CARL.X Update/Q&A (Celia Morse TLN)

To view the prepared portion of the Q&A session, go to
https://tln.lib.mi.us/committee/circulation/
Additional comments:

- If a patron hangs up before the automated message is completed, the system sees this as an incomplete call and will, therefore, call again
- The only printed notice sent to patrons is bills for replacement

- Be sure to put parent information in the note field on minors' cards. Sponsor information supersedes primary contact information so notices will try to send notices using information in that field even if that information is incomplete
- Renewals on "New" items still a problem (the system may deny a renewal on a new item if there are other holds on that title even if your new item would not be sent to fill holds at other libraries)
- Chronology and enumeration: when dealing with an item that could either by circulated as a single item or could be broken into parts, be sure you are linking it to the proper record – parts for parts and single item for single item. If you are the first library to enter an item as a single item and nobody else has (or as a parts item and nobody else has), contact TLN

Adjournment: Becky Willemsen (MDHT) made a motion to adjourn the meeting at 11:55 AM. The motion was seconded by Terri Lancaster (CHEL)

Next meeting to be held on November 8, 2018 at 9:30 AM at Bloomfield Township Public Library

Attendance

Diana Pierce (BRIT)

Connie Doa (BRIT)

Bill Wines (COMM)

Jonathan Deahl (WATE)

Alta Moore (LYON)

Pam Quackenbush (LYON)

Becky Willemsen (MDHT)

Amy Viergutz (CANT)

Sandy Jaslow (REDF)

Megan Drozan (FMTN)

Gloria Finzel (FMHL)

Minni Shetty (AUBN)

Kathleen Mintus (HIGH)

Marion Reed (HIGH)

Terri Lancaster (CHEL)

Rita Otzman (WAYN)

Kim Sharp (WHLK)

Emily Good (DHTN)

Sally Kohlenberg (HTWD)

Patti Davies (SLYN)

Dawn Chelbo (MILF)

Connie Ozinga (COMM)

Kim Oakley (ALPK)

Sandy Ruhmann (ALPK)

Colleen Tabaka (TAYL)

Lynda Wiltse (TREN)

Hannah Norman (WIXM)

Donna Winter (LVCC)

Judy McIntosh (NORT)

Kelly Bennett (FERN)

Kristen Tait (BALD)

Celia Morse (TLN

Brigette Felix (TLN)

Ben (ROAK)

Remote Attendees

Carolyn Smith (DHTS)

Elizabeth Korey (BLOO)

Jenni Gannod (CLAW)

Christine Marion (OXFD)

Tamara Denby (MANC)

Mary Graulich (DEXT)

Tiffany Dentmaro (ROMS)

Karen Schiller (SLYN)

Elizabeth Alexander (LIVS)

Kathy Dimond (MANC)

Mary Boertmann (HZPK)

Edmond Richardson (AUBN)