

## Shared Automation System Users' Group (SASUG)

Virtual meeting: Thursday, May 27, 2021

9:30 am

### MINUTES

Call to Order—9:30 am

**Approval of Agenda – Approved by unanimous consent**

**Approval of March 25, 2021 Minutes – Motion by Terri Lancaster (CHEL) / Seconded by Jonathan Deahl (WATE)**

System Update

Anne Neville & Celia Morse, TLN

There are three (3) reports in CARL that libraries should not run themselves: Holds Purchase Alert, Claims Returned and Expired Holds lists. For the best results with these reports, find the one for your library in the Finished list. After the latest upgrade, some libraries disappeared from the hold pickup location list. If a library disappeared, the list then defaulted to Addison since they are first alphabetically. This was inconvenient for staff and patrons and CARL is working on a fix. If you notice your library has disappeared from the list, let TLN know via Help Desk ticket. When an item is marked Claims Returned, it is not retroactive. Anything that has gone into lost status must first be returned and re-checked out to the patron before it can be marked Claims Returned so it does not show as lost anymore. CARL has a new flag for the hold threshold. The upgrade gives a choice to include all holds in the limit, not just the ones that are unfilled. Anne will test this feature and bring it to SASUG for a vote in a future meeting. This behavior would mimic the settings from the old system, SIRSI. The three-year anniversary for our switch to CARL is tomorrow, May 28.

The damaged item functionality is now working properly. Check the “Damaged” box before scanning an item in Return so that item does not fill holds and is automatically put on that library’s damaged item list. Scanning the item through Return again will reverse the damaged status. If your page is blank in CARL Connect, refresh the cache and you will see the new lists. Any patron fees for damaged items would still need to be done manually. The main purpose of this functionality is for items that are received damaged from the lending library and to eliminate the need for manipulating the hold list. CARL Connect can only create a standard patron note, but now urgent notes from CARL.X will transfer over and block a patron from checking out until something is done with the note.

Report from Ex Comm

Hilary Savage, BELL

There was a request to review the Staff Use Policy to make sure all citations are up to date. CARL is working on MeLCat integration. Discussion about FRBR.

Report from Circulation Comm

Brigette Felix, TLN

Met on May 13, 2021. Topics included libraries sending damaged books to fill holds and using CARL Connect at the Circulation Desk. One library was considering joining MeLCat and had questions about workflow. Item quarantine timeframe was discussed, and the committee

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inquired about creating a specific damaged item routing slip. (SASUG discussion leaned towards maintaining the "See Note" on the current routing slip status quo.)

### Unfinished Business:

#### A. Hard Blocks and Overrides

Kimberly Schaaf, OAPK

Request to refer patrons who are hard blocked to the home library rather than taking their word that items are in quarantine. Status quo will remain in place but suggestions to possibly end in September or keep forever. Will review again at the next meeting.

#### B. Gender in CARL

Kimberly Schaaf

**Motion to remove the Gender field in CARL by James B Lenze (GARC) / Seconded by Garrett Hungerford (REDF)**

The motion was voted on and approved.

Motion passed. Yes=28, No=2, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, FERN, GARC, HART, HIGH, LVCC, LYON, MDHT, MILF, NORT, NOVI, OAPK, OXFD, PONT, REDF, RIVW, ROAK, SLYN, TAYL, TREN

NO: ROMS, SOGT

#### C. Staff Borrowing Privileges

Amy Rosen, WHLK

The document was last updated in February 2011. The Library Privacy Act has been updated since then. TLN staff will update the document and present it at the next meeting.

### New Business:

#### A. Minor Cards and Fines

Jody Wolak, WAYN

Inquiry about when a minor turns 18, what happens to old library fines? Some libraries waive the fines and give a clean slate, others leave fines on the account, and others handle it on a case-by-case basis.

#### B. Adoption/Review of FRBR

Celia Morse

**Motion to adopt FRBR catalog as soon as practical after September 1, 2021 by Ed Rutkowski (BRIT) / Seconded by Patty Braden (ROMS)**

The motion was voted on and unanimously approved.

Motion passed. Yes=32, No=0, Abst=0

YES: ADDI, ALPK, AUBN, BELL, BERK, BRIT, CHEL, CLAW, COMM, FERN, GARC, HART, HIGH, LVCC, LYON, MDHT, MILF, NORT, NOVI, OAPK, OXFD, PONT, REDF, RIVW, ROMS, ROAK, SLYN, SOGT, TAYL, WALL, WATE, WHLK

#### C. Lakeshore Lending Library

Maryann Zurmuehlen, NOVI

Novi installed a 24/7 Library at Lakeshore Park, the first in Michigan. This is the culmination of a five (5) year project. The library kiosk is under a canopy at the park, and it has space for 235 items in a rotating carousel. Only Lakeshore Lending Library materials can be returned

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there. Novi patrons may check out five (5) items and it is not a hold pickup location. For updates on Novi's Lakeshore Lending Library, check here: <https://novilibrary.org/Outreach/Lakeshore-Lending-Library.aspx> If you are interested in more information about Envisionware's 24/7 Library, click here: <https://www.envisionware.com/24-hour-library/>

### D. COVID-19 Updates/Discussion

Kimberly Schaaf

TLN removed the 24-hour quarantine requirement. Some libraries are removing quarantine altogether, planning their reopening, moving back to regular hours and changing mask regulations for vaccinated persons.

### E. News or Other Business

Kimberly Schaaf

None.

### Adjournment

**Motion to adjourn by Jonathan Deahl (WATE) / Seconded by Terri Lancaster (CHEL)**

**Meeting adjourned at 11:24 am.**

### Next Meetings:

June 24, 2021 / 9:30 am – Virtual

July 22, 2021 / 9:30 am – Virtual

### Remote Attendance:

Adrienne Breznau (ROAK)

Alyson Lobert (COMM)

Amy Rosen (WHLK)

Andrea Polsgrove (TLN)

Anne Hage (HTWD)

Anne Neville (TLN)

Azita Frattarelli (RIVW)

Bonnie Holzerland (MDHT)

Brigette Felix (TLN)

Carrie Ralston (WALL)

Celia Morse (TLN)

Colleen Tabaka (TAYL)

Damon Zuidema (HART)

Don Priest (SOGT)

Donna Janke (HART)

Donna Winter (LVCC)

Ed Rutkowski (BRIT)

Edmond Richardson (PONT)

Erin Chapman (TREN)

Everett Pine (FERN)

Garrett Hungerford (REDF)

Hilary Savage (BELL)

Holly Teasdale (LYON)

Jacqueline Seimer (OXFD)

Jaema Berman (ADDI)

James B Lenze (GARC)

Jean Hansen (WATE)

Jenni Gannod (CLAW)

Jessica Wilhoite (ROMS)

Jody Wolak (WAYN)

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John Inman (TLN)

Jonathan Deahl (WATE)

Jude Halloran (HIGH)

Judy McIntosh (NORT)

Karen Schiller (SLYN)

Kelly Bennett (FERN)

Kim Oakley (ALPK)

Kimberly Schaaf (OAPK)

Lucie Smith (CHEL)

Martin Smith (REDF)

Maryann Zurmuehlen (NOVI)

Matt Church (BERK)

Minni Shetty (AUBN)

Nicole Kessler (LIPK)

Pam Quackenbush (LYON)

Patty Braden (ROMS)

Sandy Ruhmann (ALPK)

Steve Bowers (TLN)

Teneia Combs (REDF)

Terri Lancaster (CHEL)

Tina Hatch (MILF)

Toni LaPorte (LVCC)