Circulation Committee

19 March 2013
Greenwood Public Library, 10.00 a.m.

Voting Members Present:

Karen Jewell, Greenwood Public Library
Jamie Tyner, Linton Public Library
Laura Hull, Peabody Public Library
Vanessa Martin, Greensburg-Decatur County Public Library
Brandy Graves, Shelby County Public Library
Walter Warren, Vermillion County Public Library
Virginia Hilbert, Hussey-Mayfield Memorial Public Library
Virginia Jensen, Mooresville Public Library
Jennifer McKinley, Morgan County Public Library
Sandy Rowland, Westfield Washington Public Library
Judi Terpening, Switzerland Public Library
Shawn Heaton, Alexandria-Monroe Public Library

Voting Members Absent:

Barbara Bonney, Jay County Public Library

Non-Voting Members Present:

Shauna Borger, Indiana State Library
Christina Hime, Jackson County Public Library
Bill Anderson, Indiana State Library
Laura Brzeski, Morgan County Public Library

   I.   **Call Meeting to Order.**   10.05 a.m.
   II.   **Approval of Agenda**   (Rowland / McKinley)
   III. **Approval of the Minutes from 13 December 2012**   (Martin / Graves)
   IV.   **Indiana State Library Reports**   (Shauna Borger)

a. Holds notifications: A change was suggested that would add the library's name at the end of the phone notification in case it was cut off at the beginning. Niles at HMMPL is working on this, and should have the change made very soon.

b. Email notification: A change in the wording was suggested: "A fee may be assessed by the check-out library if the item is not picked up within 7 days."

c. Spring roundtable: 42 people participated; Shauna will put the recording out on the web for those who were unable to take part.

d. Fall roundtable: Please start thinking about topics for this session; two suggestions: owning library v circulating library and how this works and patron records management.

e. Patron login on holds from the staff side: Please collect as much data as possible when this happens:
   i. Username
   ii. Permissions
   iii. Library
   iv. Possible item barcode
   v. Item title
   vi. Patron barcode
   vii. Patron name
   viii. Date / time of occurrence

f. Invalidate tab in patron account for address: This option is on the list for development. Shauna will be sending out a survey asking libraries to prioritize our wish list. The list will contain items such as shelving locations, payment reconciliations, mobile app for OPAC, and the invalidate tab for patron address.

g. Claims Never Checked Out setting: there has not been sufficient time to test this, so discussion was tabled until the next meeting.

h. Permissions added to CIRC1: This would allow CIRC1 accounts to place holds for patrons who owe more than $10. The hope is that when the hold arrives, the patron would pay the balance on his/her account.

V. **Old Business**

a. Claims Never Checked Out: [See Item g. under State Library report.]

b. Kids OPAC feedback: the general feedback was positive; perhaps some of the terminology could be changed (e.g. projected medium) to make it more user-friendly to children. Another library commented that the search results could not be filtered down to the simple item format, such as "Books". The search results include everything. Also, it was noted that the default search library is Evergreen, and not the library where the child is searching. There is no autocorrect for spelling, which could be a hindrance.

    c. Spring roundtable [See Item c. in the State Library report.]

    d. New circ modifier requests:

        i. Virginia Hilbert: request for a new modifier for CD kits so that when a patron checks out through self-check the alarm will not go off; referred to the Executive Committee.

        ii. Shawn Heaton: R-rated modifier for CDs and video games so that patrons under age 18 can't check them out; referred to Executive Committee.

    e. Cap max overdue fines: approved by the Executive Committee; if item price is below $10, fine will cap at item price; libraries can forgive fines according to local policy.

VI. **New Business**

    a. Nominating Committee: Welcome to our newest members, Walter Warren of the Vermillion County Public Library and Laura Hull of the Peabody Public Library.

    b. Evergreen Indiana Annual Meeting: Thursday, 9 May. The venue has yet to be determined. In addition to the morning and afternoon sessions and the business lunch, there will also be Library Jeopardy for those who wish to participate. There will also be a session running concurrently with Jeopardy for those who wish to hear the reports from the VanCouver International Conference.

    c. Staff permissions audit: The Executive Committee will review the list of CIRC1 permissions to ensure consistency from upgrade to upgrade, and to determine if training is needed. The next upgrade will be the middle of August.

    d. Procedures

        i. Stripping "U.S." from Government issued Identification on Page 5 of Circulation Procedures: A motion was made and carried (Heaton / Graves) to remove "U.S." from the Circulation Procedures.

    e. Merging of OPAC and Circulation Committees: Both of these groups have similar, if not the same goals, and the general consensus was that they should be combined. The committee's new name would be the "Patron Services Committee". This will be voted on at the Annual Meeting in May.

    f. Advanced search filters on the OPAC: Changes to be made to the search filters:

        i. Audience – Change Juvenile search to include results from pre-school, primary, and pre-adolescent; change primary to elementary; change pre-adolescent to pre-teen; change adolescent to teen/young adult; sorting suggestions are as follows: Adult, Juvenile, Teen/Young Adult, Pre-Teen, Elementary, Pre-School, General, Specialized, Unknown

      ii. Simple Item Format: Take out Braille filter; change Music to Music Recording; add Magazines to Serials/Magazines; discussion was made to add Sheet Music, but no decision was made.

      iii. Literary Form – Change fiction search to include results from novels and short stories; change non-fiction search to include other codes, so that results will include dramas, essays, humor, letters, mixed forms, poetry, and speeches; change comic strip search to include new coding; change Comic strips to Graphic Novels/Comics; Options for the Literary Form Search are Nonfiction, Fiction, Comic Strips, Dramas, Essays, Novels, Humor, Letters, Short stories, Mixed forms, Poetry, Speeches, Unknown. Sarah also suggested moving Fiction and Nonfiction to the top of the list.

g. Holds question – Greensburg Public Library: getting books for teachers with the 20 item hold limit. [The Alexandria-Monroe Library recently had to put more than 60 books on hold. Two employees, one a CIRC1 and the other a CAT1, were able to put over 30 holds on each of their cards. Apparently 20+ items may be put on hold from the staff side.]

h. Adding alert notice on "My Account" for card expiration – Virginia Jensen: a patron, who knew that his card was going to expire but did not know the exact date, renewed his books online. His books renewed, but he did not notice that the new due date was only a few days away because that was when his card expired. As a result, his books were late and he owed a fine. Could the patron's account expiration date be put under the Account Preferences tab where it currently says Account Creation Date?

i. Change "Circulation Library" to "Branch Library" in billing screen: It was decided not to make this change because staff can choose to show or hide that column.

VII. **Announcements**

a. Migrating libraries**:** Covington Veedersburg Public Library – This library is still barcoding its collection, so the go-live date has not been set.

b. The next meeting will be at the Annual Conference on 9 May. The next quarterly meeting will be Thursday, 18 June, at 10.00 a.m. at the Greenwood Public Library.

VIII. Motion to Adjourn. (McKinley / Graves)