

CIRCULATION FORUM MEETING

May 27, 2009

Herrick District Library

Meeting called to order at 1:35 by Sheryl VanderWagen.

Items added to the agenda: 1. Park and Read passes; 2. Missing Pieces Notes

Motion by Sue Owens (HO) to approve the agenda as amended. Second by Jolene Michaels (MH). Motion passed.

Motion by Sarah Bruursema (GR) to approve the minutes of the January 28, 2009 meeting; seconded by Carol DeBoer (AW) Motion passed.

MeLCat Follow-Up

Ann Arbor highjacking of delivery truck – vehicle and contents never re-surfaced. Sheryl ran an institutional overdues report and found that 6 Lakeland libraries are probably affected by this. She has asked those 6 libraries to produce invoices for their materials and send them to her. Then Sheryl will submit those invoices to Pro-med through MLC.

Sheryl reminded everyone that they should be running the report of institutional overdues regularly. This gives us a report of our items that are overdue from other libraries. Libraries can then invoice the MeL libraries from that report. Also, the “paged too long” and “in transit too long” reports should be run regularly.

If you have an item which is not on holdshelf and should be, please send information to Sheryl. This is an example where the item may have been checked in at the wrong location. Right now the system is allowing checkin at the wrong location and then lists it as going on the holdshelf at the location where it is supposed to be but isn't. Please report any missing MeLCat holds to Sheryl. Some MeLCat libraries are packaging all Lakeland items in one package – Sheryl has asked those libraries not to do this.

Reminder that all A-V items must be packaged, regardless of whether or not the owning library is a “no pack” library.

On July 1, new MeLCat rules go into effect. Lakeland will no longer be allowed to ILL A-V items from MeLCat, since we don't allow our A-V items to be loaned through MeLCat.

Grand Rapids is now up on MeLCat – any GR item obtained through MeLCat will have the same identification as any MeLCat item and may be checked in as a MeLCat item.

Audio Cassettes – de-magnetizing

Hudsonville is looking for advice on how their audio cassettes are being de-magnetized. No good answers – just a reminder to those libraries using magnetic security systems to remind new staff members not to de-sensitize audio cassettes.

GRPL Holds Clean-Up

Sheryl ran a list of outstanding holds listing a GR pick-up location and cancelled all of the holds. Sheryl has now changed the GR locations to “invalid location”. There are only 19 items remaining in-transit to these GR locations – once those are cleared up, Sheryl will delete those pick-up locations entirely.

A-V Missing Pieces

Reminder to put a note on the patron record when patron has returned A-V missing pieces. That way in case the piece does not reach its destination, at least the owning library knows that patron returned it and it should be somewhere “in transit” back home.

Park and Read passes

Question asked about how participating libraries were handling this program. Was a barcode record needed for this? Some libraries do not barcode, just check out the pass for 7 days and give patron voucher. This program is only offered for patrons of participating libraries; do not send your patrons to other libraries to use this service if you are not participating.

Patron Records

American Factfinder (http://factfinder.census.gov/home/saff/main.html?_lang=en) is a good source to find out what township or city the patron lives in. If you're unsure what library to send a temporary registration to, check here to see what township or city the patron lives in. Sarah from GR reported that some addresses in Factfinder are incorrect.

Sheryl reported that Lakeland is working on a new printed directory. Also, the new Lakeland website (www.lcoo.org) has charts for p-types, I-types, inloc and outloc, township list, etc.

Verbal address changes – ask patron for I.D. to confirm. Suggestions – change exp. Date to 3 weeks to allow checkout; if it's your patron, change address and put old address in alternate address field; put “verify address” in pop-up message.

Temporary Cards

Reminder that the policy has changed – to issue a temporary card, patron must have Michigan I.D. with current address. No exceptions are allowed for patrons who are not your own patrons. Temporary cards expire in 60 days. Patron balance must be zero.

Lost Cards

All lost cards should be set to an “L” block, unless the patron already has a collection block. Just a pop-up message won’t stop patrons from checking out on self-check. This also needs to be done even if patron has lost only their key card and not both cards.

Evergreen

Lakeland and GRPL are working on making available a “real time” check for GRPL patrons in Evergreen. Once this is in place, Lakeland will no longer do daily updates for patron records between Millenium and Evergreen. Only new patron registrations will be added. Pop-up messages for fines owed in Evergreen will no longer appear in Millenium.

GRPL – For lost cards, set L block and expire card right away.

LLC website

Sheryl will poll the library directors for 2 things that will then be listed on the LLC website:

1. Which libraries are no longer issuing temporary cards (either for other libraries or accepting them for their own patrons from other libraries)
2. Which libraries no longer issue non-resident library cards

Overdrive

24 Lakeland libraries will be participating in a new Overdrive consortium for downloadable materials.

Croton Township

Croton Township is busy inputting items – they will have no access to Circulation module until they finish inputting their collection. They are now an independent library with their own millage. NC will be their new code (no more NR code).

Coopersville

The former Northeast Ottawa District Library is now the Coopersville Area District Library.

MeLCat for Non-Residents

We have not heard back from Lance Warner concerning the question of MeLCat access for non-residents. Currently all Lakeland non-residents are set for no MeLCat privileges.

GRPL

Reminder that GR cannot remove Millenium blocks. Lost cards – if patron has a recent GR card, it may not show up in Millenium yet.

Next Meeting

Scheduled at Sparta on July 29 at 1:30

Meeting adjourned at 3:15.

Respectfully submitted,

Diane Corradini
Acting Recording Secretary