

Circulation Committee Meeting

June 21st, Little Falls

In Attendance - Roe, Laure, Jeanine, Therese, Carla

Discussion regarding procedures for issues needing police attention

*Each library should have their own protocol

Discussed feedback on change with DVD fines

*Patrons seem very happy about the change

Discussed libraries overriding number of DVD's being checked out

*Some libraries do override if they are older dvd's

Summer Reading Books

*Some libraries catalog them as summer so that they do not go out

*Some libraries have a dedicated area and pull all of the books

*Clifton does not pull any of the summer reading books

Blue Cloud Reports

*Blue Cloud takes all information from workflows

*Some examples of reports:

- Missing Items
- Items that have been on hold too long
- Items that have been in transit too long
- Wrong Bar Codes

Question from Laure regarding books on send list that a patron still has on hold but comes up with "No hold found" Carla will look into it.

Holds

- *Discussed how long books are kept on hold

 - Most libraries keep them for 3 days

- *Discussed the possibility of texting patrons for books on hold

 - Everyone agreed that it would be a great idea

Lost Cards

- *We agreed that it is better to keep old patron history in case of fines

- *We would like lost cards removed only if patron is no longer active

New Books

- *All New Books are changed on system automatically from New to Regular

every 90 days. (Some libraries change them back to new since they would rather keep them new for 6 months instead. Reason being that shelves would be too empty.)

Next Meeting - July 19th in Wayne