

Circulation Committee Meeting Minutes

December 13, 2018

In attendance: Laure Barrett, Cindy Corbett Janine Rinaldi, and Maria Villecca

Absent: Barbara Licitra and Luca Manna

Approval of minutes of October 11, 2018.

Discussion about claims returned reports available and having to perform a manual removal from patron's record as there is a limit of how many claims a patron can have.

Continued discussion as to progress of TV series DVD's. Clifton is including Great Courses DVD's as series DVD's

Recap of summit topics – some highlights:

TV series DVD's progress and introduction in January 2019 was reviewed as to status at some libraries, any problems/suggestions in completing the task; multiple case handling and banded together;

Uniform damage slip for items that libraries keep in circulation but clearly have visible damage would be helpful for other libraries receiving the items;

A suggestion was made to have all barcodes in the same location on materials but every library would like the location where they put it!

The transit list and staying on top of items in transit was revisited as was action to be taken on items long lost in transit. The discussion of packing transits properly using protective measures for media and using removable tape or no tape was again brought up;

To simplify transited material, receipt printers format can be modified send a trackit for those changes;

The trackit process was explained as to steps taken and the order of priority in fulfilling/completing the task requested;

Some Q & A's covering holds on items and library loan items were discussed.

Suggested charges for next years' committee were discussed including setting up a tips & tricks file for all circulation staffers to be able to view.

The meeting adjourned at 12:15.