

## **Circulation Committee Meeting Minutes 10 May 2018**

### **Members present:**

Laure Barrett  
Barbara Lictitra  
Luca Manna  
Janine Rinaldi  
Maria Villecca

### **Members not present:**

Cindy Corbett

The May Circulation Committee Meeting was held at the Bloomingdale Free Public Library. It began at 10:00 AM and adjourned at 12:00 PM. There was discussion on the status/update of 2017 policy change requests. The first policy change request was approved. This was the creation of a “new item type” for television series. Libraries that do not already do this, the entire television series will now be under one barcode. As of now loan periods will stay the same, within three to six months all “new item types” will be a two-week loan period. The second policy change request approval was discussed. It was the elimination of the five-item cap that blocks a patron. A decision has not yet been made about increasing the \$5.00 cap to possibly a \$10.00 cap before a patron is blocked.

Statewide delivery service with Tforce status/update was discussed. The first week was a little slow but as of now things are going smoothly and deliveries are on schedule. Tforce will continue as the delivery service until the end of this year, 2018.

Any names and contact information that was obtained from committee members for the contact list update was given to Laure Barrett. Luca Manna will follow up on those who were not yet obtained.

Another topic was brought up concerning the item count for multiple piece items in cataloging. Not all libraries list the number of pieces in records. This subject was brought up because Paterson Free Public Library had returned only the one item, just the book back to the owning library when it was part of a book/CD in a bag. The barcode was not on the outside of the bag. Luca Manna suggested that the barcode and the number of pieces should be marked on the bag. He will bring it up at the next tech services committee meeting.

The subject of “item condition slips” was also discussed. All libraries should put pop up notes when items are checked in or discharged. Each committee member is going to bring in an example of the paper slips used in their own library.

Luca Manna talked about upgrading Enterprise software, also the possibility of WorkFlows going to a web-based model. Laure Barrett asked about paying fines using credit cards. There is no time frame for this yet. For security reasons there can be no storing of personal information. The next Circulation Committee Meeting will be on Thursday, June 14<sup>th</sup> at 10:00 AM with the location being at Allwood Branch Library.