

Circulation Committee Meeting Minutes

September 13, 2018

In attendance Laure Barrett, Barbara Licitra and Luca Manna

Approval of minutes of August 9, 2018.

Transit cleanup update – About 800 items still remaining in transit. Most of the items remaining are between branches of libraries.

Another reminder will be sent out about the lists and more steps will be needed to clean up report to have only current items in transit.

Luca will send out a “save the date” for the circulation summit to be held Nov. 15th at Fairfield library. Some other topics were discussed for the summit.

The track it process was explained as far as assignment and following through of same. This will be something to address at the summit.

Information management committee progress on Pals plus resource center (the old “wiki”) which always is a help in seeking out proper procedures in circulation.

It was questioned whether a receipt must be printed out at the time of checkout or whether there was an option. At this time, it doesn’t appear to have an option.

Missing reports are generated monthly. Unfillable holds reports can be requested.

Claims returned items- items marked claims returned which eventually find their way back into the collection are NOT automatically removed from the patron’s claims returned count. Is there any way to have a report on that?

