

Circulation Committee Meeting Minutes

March 7, 2019

In attendance: Laure Barrett, Joseph Decesare, Francine Falcone, Barbara Licitra, Janine Rinaldi and Luca Manna

Absent: Cindy Corbett

Approval of minutes of January 31, 2019

Discussion about April meeting taking place because it is Holy Thursday and not many committee members are available to have a meeting. Laure asked members to let her know who is available for a meeting. As it may be cancelled.

Discussion of language for renewing library card.

The following is wording the committee agreed on:

It's time to update your library account.

We update our library users' accounts every 3 years to make sure your records are current.

Contact your home library for details on how to renew your library card before you visit.

Info and hours can be found at <http://www.palsplus.org/members.html>.

If you do not update your information within 2 weeks of this notice your library card will become inactive.

We look forward to continuing to bring you all things the library has to offer!

This would now have to go to policy committee.

Luca is still checking on text alerts: *what kind of alerts do we want/books are overdue/holds are available/time to renew. And the cost for these.

We also discussed CORE DOCS for CIRC Specialists. Each member was asked to choose a document and explore how to see if it should be updated and bring to next meeting.

Luca discussed briefly about a possibility of automatic renewals. He said there was a lot that needs to be done on this before we could really start with a discussion.

Luca did mention that the libraries in consortium fines have gone down over the past years. Some stats were reviewed with regard to those changes.

Tip of the month:

Checking hold reports:

Some libraries have reported patrons have complained that they are not receiving emails for holds.

Did you know that you can check to see if a hold email was sent.....it's in workflows! Look for hold pickup notices (library name) daily

Reports are run nightly.

Meeting adjourned at 12:02pm.