PALS Plus Circulation Committee Meeting Minutes - Thursday March 16th, 2023

Virtual meeting began: 2:08pm

In attendance: Laure Barrett (Clifton), Joe Decesare (Little Falls), Carolyn Marrin (Cedar Grove), Lois Pasanda (Belleville), Marianne Purcaro (Wayne)

Carolyn took the minutes

Minutes from the February 2023 Circulation Committee meeting were Accepted

The agenda was addressed:

Registering Users at Pals Plus Libraries - Laure Barrett and Marianne Purcaro

Was broken up into different docs so they can chip away in segments

Registering the Courtesy Borrower:

Marianne wanted to ask Luca:

Under “In turn…” point #2, " PALSPlus does not set the criteria for these local agreements; the policies under which our libraries register such borrowers pertain only to those individual libraries.” was in the original Core document. Is it correct & should be included?

Under “Courtesy Borrower Registration” point #3, “The patron must show proof that they either, work, attend school or own a business or property in town” Should this be replaced with “follow local library practice”? Wayne & Belleville need letterhead & will not call employer. At CGPL we accept business cards but will call the employer for verification just like we call a home library for REBL.

Under “Privilege Tab” point #1, Change the privilege expires to one year from date of issue. “(The CO profile does this automatically so no date necessary, but not for Wayne?)”

Registering the WPU Borrower

Under “If they live…” #3, Is this alright? Committee voted yes.

Under “Privilege Tab” #1, “…change date to end of the calendar year per old core document?” Or should it be end of the semester? Or one year from the date the card is made? Committee agreed that end of calendar year, or end of semester, makes most sense. Question will be run by Luca before a final decision is made.

Under “Address Tab” #3, “Address 2: Used for William Paterson University 300 Pompton Rd Wayne, NJ 07470 (follow steps 1 and 2above) (Note: use line for street address)?” Phrased differently: under “Address 2” can we use the “Line” field? Wayne has always been told to not use it, other libraries seem to have less stringent rules. Luca will be asked about this.

Under “Extended Info Tab” #3, “In the Note Field: Type “William Paterson University Student or Staff – Issuing Library – Staff initials and date”. Was added because Wayne always puts initial and date in Notes, and always added “William Patterson” note. Committee agreed to delete this bullet from the document.

REBL Borrowers Core Document aka “Registering the ReBL Borrower” - Lynda McLaughlin & Joe Decesare.

Committee agreed this document is finished and simply awaiting reformatting.

Patron Registration Table – Laure Barrett & Marianne Purcaro

Was agreed to temporarily remove from the agenda, since it is being worked on in conjunction with the Registering Users at PALS Plus Libraries document

Renewing a Borrower (aka “Renewing Cards for PALs Plus Members”, aka “Renewing / Updating Records for PALS Plus Cardholders”) – Joe Decesare & Lois Pasanda

Is Union City a full member of the consortium? Is anyplace other than PCCC not a full member / can’t be renewed anywhere else?

Managing Transit (aka “Handling Transits” aka “PALS Plus Procedures for Managing Transits”) – Marianne Purcaro & Laure Barrett

Everyone will run this by staff who does holds and transits.

Under “Weekly”, #2 : Marking an item lost in transit, what are Luca’s thoughts here? Is 3 weeks sufficient?

Modifying A User Between Towns (aka: “Modifying a User Who Moves Between Towns”) – To be looked at

Carolyn volunteered to take care of this.

Holds Procedures (aka: “Procedure for Holds Requests”) – Marianne Purcaro & Laure Barrett

Clarification for “Wrapping slip” (the in-house slip)

Everyone will run this by their circulation staff.

Claims Returned

Is there an alternative?

Does it add value?

How long from final due date is Blocking?

It is 30 days.

“We will go with whatever the policy committee decides.”

What is the lost threshold?

Meeting ended at 3:45.