PALS Plus Circulation Committee

Thursday, May 18, 2023 – 2 PM
Via Zoom
https://us02web.zoom.us/j/89223982023

AGENDA

Welcome

Agenda review

Volunteer for meeting notes

Review last month's minutes

In progress

- Core documents
    - Registering Users at Pals Plus Libraries – Laure Barrett and Marianne Purcaro
        - Who wants to update Non-Circ
    - Registering The Paid [Other] Borrower – Joe DeCesare
    - Registering The Paid (Caldwell & Little Falls) Borrower – Joe DeCesare
    - Registering The Hudson County Borrower – Carolyn Marrin
    - Renewing Cards for PALs Plus members – Joe DeCesare & Lois Pasanda
    - Handling Transits – Marianne Purcaro & Laure Barrett
    - Modifying A User Who Moves Between Towns – Carolyn Marrin
    - Holds Procedures – Marianne Purcaro & Laure Barrett
    - Payment for Lost or Damaged Item Belonging to Another Library – Luca Manna
- Core Skills for Circulation – If you were training someone in circulation, what are the things that person needs to know.

New stuff

- Adding "choose profile and scan barcode" to all Registering Borrower documents.
- Updating language for renewal of library cards
- Review of the email notice sent two weeks before library cards expire
- Circulation Best Practices Schedule
    - Unfillable Holds Document & Report
    - Assumed Lost Daily Report
    - Overdue Notices Report
- Discus uses of Cat 1 and Cat 2 in patron registration.
    - Remove BCCLs towns for Cat 1?
    - Use Cat 2 for Paid or Courtesy card towns?

Anything Else?