# 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
    - Registering The Hudson County Borrower – Carolyn Marrin
    - Registering Paid Borrower – Joe DeCesare
    - Renewing Cards for PALs Plus members – Joe DeCesare & Lois Pasanda
        - Updating language for renewal of library cards
    - Handling Transits – Luca Manna
    - Modifying A User Who Moves Between Towns – Carolyn Marrin
    - Holds Procedures – Luca Manna
- Core Skills for Circulation – If you were training someone in circulation, what are the things that person needs to know.

### New stuff

- 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

### Anything Else?