

**Missouri Evergreen Circulation Committee**  
**Meeting Notes**  
**Tuesday, August 25, 2020 at 11:00 a.m.**

**I. Public Comments - None**

**II. Final approval of the Materials Handling Best Practices draft** *Page 2 under Receiving Materials #2: "Conditions to note include" will be changed to "Conditions to note include but are not limited to."*

**III. Update: standardizing shelving locations** *Ron Eifert learned from Equinox that standardizing the names of shelving locations will not reduce the number of lines in the report run to find statistics for the State Library. Each shelving location for each branch of each member library from which the reporting library borrowed has its own line in the report. We can, however, ask member libraries to reassess the function of each shelving location with an eye to stop using ones that no longer serve a purpose or changing the name of the location so that it indicates the target audience.*

**IV. Suggestions for the MOU task force (Emily Slama, Pam Withrow, Cathy Dame).** This is what the current policy says about member responsibilities:

**IX. Responsibilities and Duties of the Members**

Each member agrees to:

- a. Pay applicable costs according to the schedule established annually by the Executive Committee;
- b. Train its own staff to use the system and designate one staff member whom the Consortium may contact concerning the operation of the automated system at that library;
- c. Input and share bibliographic and patron records;
- d. Participate in the Consortium in an active and ongoing fashion;
- e. Abide by the by-laws and policies of the Consortium;
- f. Honor all other existing policies of the member libraries as they pertain to resource sharing;
- g. Keep such records as may be required by the Consortium or as may be required by any governmental agency, and provide such records upon request.
- h. Participate in the State-wide courier system at a minimum level to be determined.

No member shall alter the automated system or any part thereof, nor use the system in any manner except as authorized.

*Our goal is to get everyone on the same page. The punishment should be appropriate for the transgression. The last sentence of section IX should be clarified so that it is understood what is and isn't "altering the ILS."*

**V. Other**

*Does Equinox know what our policies are so that they don't create settings that are non-compliant? New member libraries should have an on-site visit from a cataloging and a circulation staff person from an existing member library. The purpose of the visits would be to explain Missouri Evergreen policies and procedures. We should develop a Missouri Evergreen Welcome Wagon!*

**VI. Next meeting: September 22, 2020 at 11:00 a.m.**

**Committee members:**

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