

Missouri Evergreen Circulation Committee

Meeting Agenda

Tuesday, December 8, 2020 at 2:00 p.m.

I. Public Comments - This is an opportunity for non-committee members to ask questions and make comments.

II. Addition of Circulation resources to the Missouri Evergreen website – *Thank you to Ron Eifert for getting circulation materials added to the website.*

III. MOU – Attendance will be taken at meetings and noncompliance to policy will require follow-up. *Strategic Planning Committee is going to gather operational information from other Evergreen consortia.*

IV. Customizing staff permissions – Is anyone doing this? *Some libraries have done some tweaking to the permissions but many give Circulation Admin permissions to circ staff. Diane is going to continue to look at the individual permissions to try to understand each one in relationship to circulation staff.*

V. In-person borrowing (not associated with Reciprocal Borrowing) away from home library – checkout limits and holds pickup *Check out limits are a Penalty Threshold not a Circulation Policy. Penalty Thresholds are associated with patrons and Circ Policies are associated with materials. Therefore, the policies of the patron's home library (the card used to check out) regulate the number of items allowed to be checked out as well as the fine threshold and any other blocks on the patron's account. The only way to ensure that a card isn't used out of district is through an ILS setting (which may not exist). Policy alone won't prevent it since self-check machines can't follow a policy.*

VI. Add information about Circulation Committee to Circ Policy? *Yes. Need to add language that will ensure that committee members are selected from a variety of library types and that there are term limits (to encourage participation). Diane will work on wording.*

Missouri Evergreen Cataloging Committee

The Cataloging Committee chairperson will be appointed by the Executive Board, and its members will consist of catalogers recruited by the chairperson. Consideration will be taken to appoint committee members of varying library sizes. Cataloging committee members will be chosen from active catalogers with a demonstrated history of strong cataloging skills. Committee members will have the highest permission allowed in the Missouri Evergreen catalog, with the ability to edit other libraries' items.

The Evergreen catalogers will meet monthly. The meetings will be led by the Cataloging Committee and all catalogers are encouraged to participate. Regular participation strengthens our catalog and allows for open communication. Participation in meetings will help member libraries ensure compliance with this policy.

VII. Other

Next meeting: January 26, 2021 at 11:00 a.m.

Committee members:

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