

# Missouri Evergreen Circulation Committee

## Meeting Notes

Tuesday, January 26, 11:00 a.m.

- I. **Public Comments** - None
- II. **Charging for items lost in transit** – MALA is not going to pay for items lost or damaged in transit unless it is obvious that the loss / damage is the fault of the courier. The Circulation Policy reads, “The borrowing library is responsible for the safety of borrowed materials from the time the materials leave the owning library until their safe return to the owning library.” Few items are actually lost in transit. Libraries are encouraged to contact each other when items have been long in-transit to try to track down the items. Several attendees said that they do not charge the borrowing library for items lost in transit because it is the cost of doing business. Libraries may want to create their own spreadsheet for tracking items long in transit or the consortium could create a spreadsheet for the entire consortium.
- III. **Change “Choose Parts” to “No Part Specified”** – The Committee will recommend making this change in the holds screen.\
- IV. **Changes to the Circulation Policy** – One correction was made to the proposed Circulation Policy revision. The revised Policy and the revised Materials Handling Best Practices document will be presented to the membership for acceptance.
- V. **Changing the library short names** – No one wants to make a change to the member library short names. First, everyone is used to the current names. Second, changing the names won’t necessarily help staff route materials correctly. Staff need to be reminded to be careful when routing materials so that they are sent to the correct library. It was recommended that, during the on-boarding process, new member libraries be cautioned that the short name they choose should not be similar to an existing short name.
- VI. **Other** – Equinox reports to ME the number of help desk tickets submitted each month. We would like to see the text of the tickets that have been sent in the past six months to learn if the questions could have been handled inside the consortium without submitting a ticket. It was suggested that a best practices document be created giving direction about when to send a ticket, when to query a listserv, and what should and shouldn’t be changed in Administration.

Next meeting: February 23 @ 11:00 a.m.

**Committee members:**

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