

Missouri Evergreen Circulation Committee

Meeting Agenda

Tuesday, October 27, 2020 at 11:00 a.m.

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

II. Assess the Circulation resources on the Missouri Evergreen website

III. Add a sentence to the Circulation Policy

Intra-Missouri Evergreen Borrowing

Patrons are only allowed to borrow materials through established procedures; no in person borrowing at member libraries is implied.

Add - Patrons may use their home library card at other member libraries only when both libraries involved give permission.

IV. Materials with no indication on the exterior that they belong to a library

V. Bills being sent for items that have been lost for fewer than six months

Other

Next meeting: December 8 at 11:00 a.m. ?

Committee members:

Rhonda Busse busser@casscolibrary.org

Meredith McCarthy mmccarthy@jeffcolib.org

Janice Butcher jjbdspl1935@gmail.com

Teresa Tidwell ttidwell@cville.lib.mo.us

Lee Ann Santee leeann@blrlibrary.org

Diane Disbro ddisbro@scenicregional.org

Your Missouri Evergreen Circulation Committee wants to make your job easier! At the meeting yesterday, we talked about resources we can add to the website so that they will be at everyone's fingertips. **YOU CAN HELP by sharing tools that you use at your library.** You may have training materials and internal forms that aid your work flow that would also help the rest of us. Send them to me!

We will modify this information about **handling damages between libraries** from the Scenic Procedure Manual to create simple steps to follow when an item is damaged. If you read through the entries below and find something that needs to be changed, please let me know.

2.) *If an item not belonging to Scenic Regional Library is damaged, check it in and contact the owning library to explain the damage, discuss billing, and find out if the owning library wants the item to be returned or discarded. We can neither change the status to Damaged nor delete materials belonging to other libraries. The owning library must do that. Contact information for MO Evergreen library staff can be found on the website. moevergreenlibraries.org. Complete the **Our Patron Damaged an Item Belonging to a Different Library** form and wrap it around the item. Keep it on the Damaged Item shelf if the owning library allows us to keep it. Since all MO Evergreen libraries do not share the same billing policies, it is important that the owning library determine the charge. Add a message in the patron's record including the title and barcode number, the nature of the damage, and the name of the owning library so that when the lending library notifies SRL of the fine for the damage, there will be a record of the problem. Ideally, the owning library will mark the item Damaged, generating a circulation bill for the item. However, it is possible for SRL staff to add the charge for the damaged item as a grocery bill in the patron's account. See Bills.*

3.) *If an SRL item arrives back home with damage not addressed by the borrowing MO Evergreen library, mark the item Damaged and notify the patron's home library that its patron has been charged for a damaged item. The ME library may request photos or other verification of damage and may request that we return the item to them so that the patron can see it and keep it after it has been paid for. It is the ME library's responsibility to contact the patron and explain the bill on his account. Complete the **Patron from Another Library Damaged SRL Item** form and send it to the Business Office. You may delete the item from the catalog after coordinating with the ME library and sending the Patron from Another Library Damaged SRL Item form to the Business Office.*

Does your library have a book club collection that it shares with the rest of the consortium? Please send me information about if and how the books are listed in the catalog and how they can be borrowed.

The Missouri Evergreen Reciprocal Borrowing Agreement says: *Libraries who are members of the Missouri Evergreen Consortium's reciprocal borrowing agreement have agreed to allow walk-in patrons from any Missouri Evergreen library to check out materials free of charge. Patrons may use their home library card to check out materials. The fourteen libraries that have signed the agreement allow patrons in good standing at any ME library to check out materials in their buildings. **If this arrangement***

is a problem for the patron's home library, the agreement will need to be rewritten.

Materials that have no markings on the outside identifying them as belonging to a library run a very real risk of ending up in a book sale as a donation. Member libraries are strongly encouraged to put a label on the outside of materials or stamp the edge of the book block so that staff can easily see that it belongs to a library.

Please do not bill for lost items between libraries until the item is six months overdue. Money paid between libraries is not refunded. We all know that lost items often make a reappearance within six months and none of us wants to be out of pocket for payment that won't be refunded. This report can be used to find out which libraries owe you for lost items. ME-Reports > Library Money > Lists: OR Library Money > Lists > List circulation bills from owning branch to circulating branch (Diane uses the second report.)

If there is something that you want added to the Circulation portion of the website or a question and answer that you want added to the FAQ section, please let me know.