

Missouri Evergreen Circulation Committee

Meeting Agenda

Tuesday, February 23, 11:00 a.m.

I. Public Comments

It was pointed out that when the Update Inventory checkin modifier is left on at all times, all materials checked in, including those not belonging to the library doing the checking in, are updated in inventory. This makes reporting at the owning library more difficult.

II. Video instructions to add to the ME YouTube channel

These subjects were suggested for videos on the YouTube channel:

- Using the column picker
- Setting up print templates
- Adding bills from Item Status
- Performing a numeric search
- How to find the TCN
- Running the report to find bills owed by other libraries for lost items
- Setting up Circulation and Holds History in the OPAC

III. What to include in training materials for new member libraries

- Contact the patron's home library when billing for damages
- Preparing items for transit
- Modifying Hold Shelf Expiration Date for ILLs

IV. Other

At the end of June 2021, Teresa, Janice, and Diane will leave the committee and three new members will join the committee.

Committee members:

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