

## Missouri Evergreen Circulation Committee Agenda

Tuesday, August 23rd at 11am

### I. Public Comments

- A. Mickey Coalwell announced the hiring of Elizabeth Rudloff as the new Missouri Evergreen Consortium Cataloger.

### II. New Business

- A. Transit slips in media cases—a request has been made to place transit slips inside DVD and CD cases with the destination sticking out instead of between the clear plastic cover and paper cover. After discussion the committee decided to recommend that libraries continue to place transit slips between the clear plastic cover and the paper cover. Transit slips may be placed inside the case, with the destination showing, if damage to the media case prevents placing it between the plastic and paper.
- B. Transit slips with visible patron information— Patron barcodes should not show on transit slips because of privacy concerns. In the last major upgrade, we lost the global custom templates that had standardized what everyone had. We hope to get link on the ME website giving directions on how to remove patron information from transit slips.
- C. Setting limits on patron holds/suspending holds—Hold settings may be changed in Local Administration or by contacting Equinox. Encourage patrons to suspend holds, to activate at a later time, if they want to place more holds than can be active.
- D. Inventory dates—Evergreen provides 2 options for adding an inventory date to an item: through the Check In interface or in the Item Status screen.
  - The Check In screen contains a Checkin Modifier call “Update Inventory”. When the Update Inventory modifier is selected, Evergreen will record an inventory date for all items as they are checked in.
  - The Item Status screen has an Action to Update Inventory. After scanning in or uploading a file of item barcodes, staff can select Actions>Update Inventory to update the inventory date for all items selected.
- E. Reciprocal Borrowing—Reminder that reciprocal borrower privileges are valid while the borrower’s home library account is active and in good standing. Please encourage patrons to contact and work with their home library if their account is not in good standing.
- F. Training video or document for Checkin Modifiers—The committee will do more investigation into Checking Modifier documentation from Equinox and Georgia Pines before we begin this project.

### III. Old Business

- A. Claims-returned count—this is a system wide setting. To make a change we would need to get a consensus of how claims returned counts should be used. (Do we want the actual count or do we want to keep a record of the number of items a patron has ever claims returned.) The circulation committee will continue discussions and present a recommendation to the Executive Board.
- B. Link to How to spot Fake DVD's—has been added to the ME website and can be found under Member Resources in both Cataloging and Circulation Training Materials

### IV. Other

- A. The Action Mark Claims Never Checked Out was discussed. This action removes the item from the patron's account, increases the Mark Claims Never Returned Count and moves the item into Reshelving status.
- B. Diane Disbro offered to do a Circulation Training video to be used in conjunction with Equinox training or as a refresher.

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