

Missouri Evergreen Circulation Committee Meeting Minutes

Tuesday, September 27th at 11am

I. Public Comments

II. New Business

- A. A discussion was held about billing MALA for in-transit items that are lost/damaged after they are picked up by the Henry courier rather than billing the sending library. The committee will work on drafting a best practice statement to be added to the Missouri Evergreen Materials Handling Best Practices document currently posted on the ME website.
- B. Refreshing the screen will often correct the Exceeds_checkout_count pop up that comes up after a changing a patron profile to a new profile that allows more checkouts. This is a known bug and is scheduled to be fixed in the Equinox update next month.
- C. A reminder was given to check individual discs in multi-part items before check in to prevent sending the wrong disc to the next patron and to aid with trying to reunite mismatched discs with their correct cases.
- D. Diane Disbro shared an overview of the Regional Circulation Training in November and that Scenic Regional will be providing lunch for all who attend. Because of Zoom issues the committee was not able to show the list of topics we are planning to cover at the upcoming Pilot Regional Circulation Training, so Rhonda Busse will email that list to the ME Circ community for further input.
- E. After losing a committee member because of retirement, we are asking the ME Circ community if anyone is interested in becoming a Circulation committee member. Contact Rhonda Busse at busser@casscolibrary.org if you are interested or want additional information.

III. Old Business

- A. Training video for Checkin Modifiers— <https://vimeo.com/516922609>
- B. Additional circulation training videos may be found in the Evergreen Circulation Video Showcase:
<https://vimeo.com/showcase/equinoxedu-evergreen-circulation>

IV. Other

- A. Diane Disbro led the meeting until Rhonda Busse could get logged in after experiencing Zoom login problems.
- B. Mickey gave a reminder about how important it is to make sure every item moving between libraries contains a transit slip.

- C. Lee Ann Santee offered to check into scheduling another Regional Circulation Training, at Barry-Lawrence Regional Library, for the Southwest area of the state.

Committee Members:

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