

Missouri Evergreen Circulation Committee Meeting Minutes

Tuesday, October 25th at 11am

I. Public Comments

II. New Business

- A. Diane Disbro gave an update on the upcoming Regional Circulation Training day scheduled for November 17th at Scenic Regional's Union branch. There are currently 31 people signed up.
- B. The Circulation Committee discussed and approved the following proposed changes to the ME Materials Handling Best Practices document.

SENDING MATERIALS

1. Do not use tape on materials. Previously approved self-adhesive removable receipt paper is permissible. Print the transit slip and place it in the transiting item. **Place transit slips for audio-visual materials between the clear plastic cover and case insert, if possible, otherwise insert the transit slip in the case with the destination clearly visible.**

AND

MISSING-LOST-OVERDUE-TRANSIT MATERIALS

6. It is the owning library's responsibility to invoice the borrowing library **for items lost or damaged from the time the materials are initially checked in at the borrowing library until they reenter the courier system. The owning library should send an invoice to MALA when materials are lost or damaged while in the courier's possession.**
 - C. The Circulation Committee discussed and approved the following proposed changes to the ME Circulation Policy which will be presented to the Executive Board October 27, 2002 and at the Membership meeting on December 1, 2002.

IV. Responsibility of borrowing Libraries

A. General

Mid America Library Alliance is responsible for the safety of borrowed materials while they are in the custody of the MALA courier. The borrowing library is responsible for the safety of borrowed materials from the time the materials are initially checked in at the borrowing library until they reenter the courier system. The borrowing library is responsible for the prompt return of borrowed materials.

AND

B. Lost and Damaged Items

Lost and damaged items are billed in accordance with the policies of the owning library and the Missouri Evergreen Damaged Items Best Practices guidelines.

Payment for items lost and damaged when in MALA's possession will be handled between the owning library and MALA. Payment for items lost or damaged in the possession of the borrowing library or patron will be handled between the owning and borrowing library.

III. Old Business

- A.** 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.

IV. Other

- A.** A reminder was given to make sure no patron barcodes are printed on transit slips when the item is being sent to fulfill a hold. Both Lee Ann Santee and Meredith McCarthy offered to send out customizable templates for Hold slips.
- B.** The suggestion was made to see if Equinox has or could produce a global template resource for the entire consortium.

Committee Members:

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