

## **Missouri Evergreen Circulation Committee Meeting Minutes**

Tuesday, October 24th at 11am

### **I. New Business**

- A.** Updating Circulation contacts on the ME Website—send corrections to Ron Eifert at [reifert@sikeston.lib.mo.us](mailto:reifert@sikeston.lib.mo.us)
- B.** Patron questions that involve another ME library.
  - The circulation policy state, “Patrons will contact their home library if they have questions. They should not contact the lending library.”
  - However, owning library information does appear on a patron’s account if they are using the Missouri Evergreen app. Encourage patron’s from other ME libraries to have their home library contact your library for information about transit status, bills for damage or lost items.
- C.** Syndetics Unbound
  - Syndetics Unbound has recently been enabled on the patron side of the OPAC.
  - Liz Rudloff shared a brief explanation and Diane Disbro shared her screen so everyone could see what information a patron would have access to.
  - Patrons will be able to see summaries, find information about the author, get professional reviews, see other reviews, write their own review, see a list of titles in a series, read an excerpt and see tags that might help them find other titles to enjoy.

### **II. Old Business**

- A.** Ongoing problem of personally identifiable information on Hold Transit Slips
  - We are continuing to see an uptick in the number of Hold Transit Slips that contain personally identifiable information in the form of patron barcodes.
  - Transit slips are workstation specific, so if you notice this personal information on a hold transit slip, please notify the sending library so they can check each workstation.
  - Instructions for removing Personally identifiable information were included with the Circulation Committee meeting invitation and agenda.

### **III. Other**

- A.** The Circulation committee will be meeting on November 28<sup>th</sup>, but will not be meeting on December 26<sup>th</sup>.

### **Committee Members:**

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