

Missouri Evergreen Circulation Committee Meeting Minutes

Tuesday, November 28th at 11am

I. New Business

- A. New Circulation Committee Member—Jennifer Mathes from Jefferson County Library
- B. Deleting/Purging project for Missouri Evergreen
 - Try to have this project finished by December 31st—Equinox will complete the system wide purge in January
 - If you have questions or are having problems running and processing the report contact Rhonda Busse at busser@casscolibrary.org
- C. Label each package sent by the courier with an appropriate address label.
 - Courier bags: Place a label in the clear label display window
 - Tubs, totes and other packages: Affix a label to the package. When using a previously used envelope or carton, remove, cover or black out with marker all visible shipping addresses from previous shipments.
 - Packages/boxes need to be labeled on the top and at least one side.
- D. Offline Circulation—how many libraries use it, and if not how do they operate when the internet is down
 - We polled the libraries represented at the meeting and found that none were currently using or planned to use the ME Offline Circulation mode.
 - Most ME libraries are using either Notepad, Word or Excel to record patron checkouts. They then go back and enter the information by hand after the internet interruption is resolved.
- E. RFID tags—what to do when your materials come back with one
 - Send temporary RFID tag back to the owning library if it is not too inconvenient. In all cases, contact the owning library to let them know their RFID tags are not being removed before items are sent back to the owning library.
- F. An Evergreen Circulation Procedure Manual subcommittee was formed to review and make any needed corrections to the draft submitted by Diane Disbro. The committee will meet by Zoom in December. Concerns about how to maintain/update the document will also be discussed.

II. Old Business

- A. Ongoing problem of personally identifiable information on Hold Transit Slips
 - Equinox was able to remove the piece of code that caused patron barcodes to be visible on the **default** Holds Transit Slip.
 - Equinox suggests 2 options for more permanently fixing the problem. Either reset all circulation computers with the corrected Default Holds Transit Slip and save them locally or if you have customized your Holds Transit Slip template, reset all the computers with the corrected Default Holds Transit Slip then reenter the customizations and save them locally.
 - 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.
- B. Reminder to update Circulation contacts on the ME Website—send corrections to Ron Eifert at reifert@sikeston.lib.mo.us

III. Other

A. No circulation committee meeting on December 26, 2023.

Committee Members:

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