

Missouri Evergreen Circulation Committee Meeting Minutes

Tuesday, January 23rd at 11am

I. New Business

- A. Evergreen will update to 3.11 Jan 24th. Quick overview of changes.
 - Strict Barcode check box
 - Ability to restore, edit and delete archived notes.
- B. New item Status created for MEC—**Missing Pieces**
Instructions were given for how to add a new Item Status that more clearly reflects the status of an item that is Missing Pieces.
- C. Permissions Project—Differences between Circulators and Circulation Administrators
A list of permissions that should not be included in the Circulators permission list was discussed. Items mentioned included: Forgive Fines, Void This Bill, Adjust (a bill) to Zero, Purging patrons and possibly changing Shelving Location.
- D. Reconciling the Hold Shelf
Diane explained the process for keeping the Hold Shelf up to date. She will be sending the name of the report that can be used to see everything on your library's Hold Shelf including the date it should have been removed.

II. Old Business

- A. Deleting/Purging project for Missouri Evergreen was completed on Jan 8, 2024
 - Equinox reports that the purge took well over 16 hours to complete and **267,468** users were purged from the MEC database.
- B. 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.
 - 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.
- C. Evergreen Circulation Procedure Manual committee
 - Editing of the Claims Returned section was completed.
 - A discussion was had about what to include in the Appendix. The decision of made to change the Appendix to contain a list of links with helpful information such as Materials Handling Best Practices, Checking the Transit List, Hopeless Holds etc.

III. Other

- A. MEC has recently received signed MOU's from the 9 St Louis libraries currently in the Municipal Library Consortium.

Committee Members:

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