

## Missouri Evergreen Circulation Committee Minutes

Tuesday, February 27th at 11am

### **I. New Business**

- A.** The MEC Circulation Procedure Manual has been posted on the MEC website in two formats, Word and as a PDF. It is found under Member Resources > Circulation Training Materials
- Thanks go to Diane Disbro for the original draft and to Jennifer Mathes (Jefferson County), Terri Moser (Neosho Newton), Lee Ann Santee (Barry-Lawrence) and Rhonda Busse (Cass County) for reviewing and editing.
  - Corrections or additions may be sent to Rhonda Busse at the email listed below.
- B.** Recommendation for time frame for billing other MEC libraries for lost or damaged material—After discussion among those attending these are the points the committee wants to address:
- Bills should not be sent until items have been Lost for six months
  - Bills should not be sent for items that have been in Lost status longer than a year and a half (18 months) from the time the item first went to Lost status.
  - Items that are Lost and Paid for or Damaged may be invoiced immediately.
  - Rhonda Busse will write the recommendation for the committee to review before sending it to the Executive Board for consideration.
- C.** MEC Circulation Policy requires all member libraries to attend at least 4 Circulation Committee meetings annually. If no one from your library can attend, it is possible to view the recorded meeting by clicking on the MEC YouTube link found on the main page of the MEC website and to read the meeting minutes by going to Member Resources > Circulation Training Materials > then scrolling toward the bottom of the page. To receive credit for alternative attendance please notify the Circulation Chairman.
- D.** Please do not transit items that you know are missing pieces.
- The Materials Handling Best Practices states:  
Check the item's condition before sending it to the borrowing library. Do not send items that are fragile, in poor condition or incomplete.
  - If you receive an item with missing pieces, send the item back to its home location and ask the library to mark their copies to only circulate in house.
  - Liz Rudloff, Consortium Cataloger shared that the cataloging committee will be looking at a consortium wide guideline for cataloging sets that are missing a pieces if the owing library wants to keep them.

## II. Old Business

- A. Permissions Project—Rhonda Busse asked that any libraries, who would like to use a tiered circulation permission structure, send suggestions for which permissions should be excluded for tier 1 Circulators that would be granted to tier 2 Circulation Administrators to Diane Disbro, Belinda Birrer or Rhonda Busse.

## III. Other

- A. West Plains Public Library's go live date is March 28, 2024
- B. The Annual MEC Users Conference is April 11<sup>th</sup> and 12<sup>th</sup> in Columbia, MO
- C. The March meeting will be Diane Disbro's last Circulation Committee meeting. Many of us will probably want to express our appreciation for her service to MEC.

### Committee Members:

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