

Missouri Evergreen Circulation Committee Minutes

Tuesday, April 23rd at 11am

I. New Business

- A.** New circulation committee member – Heather Arnold from the Municipal Library Consortium
- B.** The committee looked at courier label best practices – things to consider
 - How often should libraries review courier labels?
 - How should libraries notify other MEC libraries about changes?
 - Where should these recommendations be placed?
 - Notes from the November 28, 2023 circ meeting
 1. Label each package sent by the courier with an appropriate address label.
 2. Courier bags: Place a label in the clear label display window
 3. 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.
 4. Packages/boxes need to be labeled on the top and at least one side.
 - Other Suggestions included:
 1. Add courier changes to the monthly circ committee agenda
 2. Send out changes to the general membership listserv as an “Actionable Item”
 3. Check the MALA newsletter/check with MALA before each circ meeting
 4. Send a courtesy copy of your library’s courier label to other libraries if anything changes
 - Rhonda Busse will create a recommendation to be reviewed by the committee.
- C.** Clarification to MEC Circulation Policy regarding what types of materials libraries should expect to circulate and what types of materials may be restricted to local use only.
 - Suggestions for item that could be restricted included: Reference, Professional, Historical, Fragile, Irreplaceable, Library of Things-Exploration Library etc., Locally historical, Kits (things with multiple parts), Items with a prohibitive replacement cost, easily damaged items and items that are difficult to send by courier ie fishing poles etc.
 - The committee decided to collaborate by email to come up with the final recommendation.
- D.** Displays – MEC proximity setting will pull from your library system 1st, libraries that share your courier hub 2nd and libraries from other hubs last. If you are ordering a large number of items, consider placing item holds on some titles so that everything is not taken from just a few libraries.

II. Old Business

- A.** Recommendation for time frame for billing other MEC libraries for lost or damaged material was passed at the general membership meeting. The Materials Handling Best Practices document has been updated.
 - The Ex Board wants this recommendation to be included in the MEC Circulation Manual – where is the best place to add it and do we include the specific reports listed?
 - Your library is not required to bill for these lost items, many libraries do not.

- B. 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.

III. Other

- A. West Plains started resource sharing April 17th
- B. Adair County Library (Kirksville) tentative go live date is May 2, 2024

Committee Members:

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