

Missouri Evergreen Circulation Committee Minutes

Tuesday, May 28th at 11am

I. New Business

- A. New circulation committee member – Christal Haueter from Lebanon-Laclede County Library
- B. Courier label updates: Please make sure your library is using Get Connected MALA Courier LABELS version 47 dated 4/24/24
- C. Adair County resource sharing begins Wednesday, May 29th
- D. Equinox has identified a bug in the place holds process when holds are placed from the patron's record. This bug causes patron information to be deleted if you click the title to view holdings and also click "View" for a specific item. To place the hold, you currently have to reenter the patron barcode or relook up the patron by name. Fixing this bug would cause the patron's information to be retained so you don't have to rescan their card or relook the patron up. <https://bugs.launchpad.net/evergreen/+bug/2065913>
- E. De-dupe—miss merge issue reminder—Several years ago MEC did a de-duplication project with Equinox. This merged a lot of DVDs, TV series especially, onto the wrong records. Because of this, Equinox hit the rewind button and UN-merged all of those things. However, we were left with a resulting issue regarding parts holds. This problem has recently resurfaced when a library received a different season of a TV series than they requested even though the record showed the correct season. The cataloging community does have a solution, so if your library encounters receiving the wrong "part" inform your cataloger so they can work with their counterpart at the owning library to get the record corrected. If additional help is required, contact Kate Coleman, Cataloging Committee chairman or Liz Rudloff, the Consortium Cataloger.
- F. The Ex Board has suggested additional revisions to the Materials Handling Best Practices document regarding Courier labels. Information in green has been approved by the Ex Board and information in red reflects the addition they suggested.

11. Ensure that the correct courier label is attached to each package. **Coordinate with your MALA courier to use their preferred type of packaging if possible.** Check the MALA website at <https://www.malalibraries.org/courier-service/> - connected for the most current courier label version. Note that some libraries have courier service to more than one branch. The courier label should match the transit slip.

- 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 all visible shipping addresses from previous shipments.
- Packages/boxes - Place a label on the top and on at least one side.
- Do not use USPS totes

Several committee members agreed that we would rather not add something so specific because of the possibility of Henry Industries using different courier drivers and different courier vehicles. Rhonda Busse will contact MALA to find out what other suggestions they think should be included and work with the Ex Board to explain our reasoning for not including the addition.

- G. 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. The board has approved the following changes to Section II. and V. which will be brought forward for a vote at the June General Membership meeting. If approved Section II. will state:

Section II.

The fundamental cornerstone of the Missouri Evergreen Library Consortium is reciprocity. Therefore, it is an expectation of membership that **all items that circulate at the owning library will also be shared with patrons of Missouri Evergreen Consortium member libraries, except in cases when the item is not suitable for transit. More information about these items can be found in Section V: Responsibility of Owning Libraries.** Member libraries agree that Missouri Evergreen membership does not relieve libraries of the responsibility for purchasing the materials needed to meet the demands of local patrons.

And if approved Section V. will have this section added:

Section V.

Libraries should expect to lend materials as freely as they wish to borrow them. However, not all material is suitable for lending or transit. Member libraries are not compelled to lend materials which are: fragile, items containing many small parts, items that are overly large or irreplaceable, and reference or professional titles reserved for staff use. Equipment, kits, Library of Things, reference and local history items are examples of materials that may be difficult or undesirable to lend.

II. Old Business

- A. The first set of emails have been sent to libraries that have not yet attended or viewed 4 Circulation Committee meetings in the last year.

III. Other

- A. Heather Arnold asked for feedback on how other member libraries handle their home borrower/homebound collections. Most libraries responded that they have no special restrictions for their homebound patrons and request items the same way as regular patrons. Some had extended check out periods to account for the time it takes to mail material back and forth, and one library said they restricted homebound patrons to the local library system's collection.

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