

Missouri Evergreen Circulation Committee Minutes

Tuesday, August 27th at 11am

I. New Business

- A.** A discussion was held about what to do if a damaged item comes to your library for a hold. Suggestions included: retargeting the hold, contacting the owning library to have them place an item hold on the item or sending the item back in an envelope addressed to the owning library.
- Additionally, we discussed ways to indicate prior damage while at the same time allowing the item to circulate. Ideas included:
 - Writing a note about the damage in the item
 - The **owning library** taping an item condition report inside the item
 - Printing the MEC Item Condition Report on colored paper to make it easier for staff and patrons to see
 - Printing the MEC Item Condition Report on “Sticky” paper and placing it on the front of the item (Laura Jenkins from Polk County will send their template out to the circ and general listservs)
 - Adding item alerts for checkout and check in explaining current damage and alerting other libraries that it is OK to check the item out to their patrons.
 - Several libraries mentioned they have a stamp that says Damaged and has a line to write in what the damage is.
 - A suggestion was made to find out if it would be possible to add a refuse item option which would immediately send the item back to its home location.
- B.** Filling out MEC Item condition reports
- Be sure to document damage on the ME Item condition slip-be specific enough so front line circ staff know what is being noted
 - Make sure to be polite and kind in wording your description of the damage
 - Do not tape the item condition report to the item unless you from are the owning library
- C.** Marking an item as Missing Pieces checks out the item to the current or previous (if you accidentally checked it in) user.
- It is possible to add “Missing Pieces” to your item status list by going to Local Administration > Library Setting Editor > enter your library in the Context Location field > entering Item Status for Missing Pieces > click Edit > use the drop down menu to select Missing Pieces > click update setting to apply the change.
 - Instructions for marking an item as Missing Pieces may be found on p 28-29 of the MEC Circulation Procedure Manual
- D.** Sequoia Maintenance on 8/21/24 gave libraries the option to Hide the requested username field on Patron Self Registration. If interested in making this change:
- Go to Local Administration > Library Setting Editor > enter your library in the Context Location field > and enter Hide Requested Username field in Patron Self-Reg in the filter field > click Edit > change the value to True > click update setting to apply the change
- E.** Belinda Birrer from Poplar Bluff introduced the RFID task force. She explained that the task force is checking to make sure all current RFID libraries are able to read tags from the other RFID libraries to streamline the check in/check out process. She also let non RFID libraries know that the task force is exploring the idea of placing permanent RFID tags in items belonging to other MEC libraries. The

benefits would be: less possible damage from temporary RFID tags and a reduced cost to future libraries if they chose to implement RFID at their library.

- F. Equinox is partnering with Unique to provide MessageBee, to MEC libraries, for more reliable text messages. The circ committee or at least a representative will most likely be asked to work on a task force to help determine settings, messages, etc.

II. Old Business

- A. Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **49a—8/16/24**
 - Periodically check that all “old” labels have been destroyed so that items do not accidentally receive an “old” label.

III. Other

- A. MLC go live date is October 17th
- B. Aspen Discovery Layer
- C. Macee Jarvis from Scenic will be checking with Equinox about a potential bug when items are requested through the Actions menu.
- D. Questions were raised about how to handle Claims Returned cases between libraries. Best practice would be to notify the owning library that an item was marked Claims Returned. The owning library would then have the option to invoice. The patron would not be billed, rather the borrowing library would be responsible for the item’s replacement cost and any processing fees.

Committee Members:

Heather Arnold harnold@mlc-stl.org

Belinda Birrer assistantdirector@poplarbluff.org

Rhonda Busse busser@casscolibrary.org

Janice Butcher jbutcher@dspl.missouri.org

Christal Haueter chaueter@lebanon-laclede.lib.mo.us

Jennifer Mathes jmathes@jeffcolib.org

Terri Moser terri@neosho.lib.mo.us

Lee Ann Santee leeann@blrlibrary.org

Sandy Welker swelker@rrlmo.org