## Missouri Evergreen Circulation Committee Minutes

Tuesday, February 25, 2025

I. **New Business**

   A. Long in transit delay time—The committee discussed changing the suggested timeframe for marking items missing when clearing the Transit List. Current instructions recommend libraries check the Transit List weekly by setting a start date (perhaps your migration date) and an end date 4 weeks prior to the day you run the report. The committee decided to work by email to develop wording that would allow a more flexible timeframe. The Checking the Transit List document will be updated when the final wording is determined.

   B. The committee discussed and took suggestions and opinions on allowing patrons to place multiple copies of the same title on hold (think book clubs). The majority of libraries are in agreement that this would free patrons to better manage their own requests for duplicate holds.
   - The first step toward making this change would require Equinox to add the permission CREATE DUPLICATE HOLDS to patron user groups.
   - A second setting, **Maximum Number of Duplicate Holds Allowed**, affects how this works. Currently newer to the consortium libraries have been able to select the number they are comfortable with, but many if not most of the older consortium libraries either do not have a number selected or have it set to a consortium setting of 50 items.
   - Each library would be able to set the number of duplicates they would be comfortable with patrons ordering or they could choose to not offer any duplicate holds.
   - Action steps to be completed before the change can be made include a final check with Equinox for any recommendations on patron permission groups to be included or excluded, with the goal of including as many permission groups as possible, and producing instructions on how to check your library's Maximum Number of Duplicate Holds Allowed setting, which would be distributed before the change took effect.
   - Because each library could choose to opt in or opt out, the MEC Executive Board will allow the committee to determine when the new permission would be enabled.

   C. Upgrade to 3.13
   - The production server will be upgraded on the evening of Feb 26th. Version 3.13 will be up and running on Feb 27th.
   - The test server is updated so you can see/practice any changes

II. **Old Business**

   A. Aged Hold Protection—Libraries were encouraged to consider shortening the amount of time they choose for age protection. Several libraries discussed testing shorter age protection periods with many reporting that

shorter time periods have not adversely affected their patron's ability to check out new items. Libraries were also encouraged to take an item by item approach so new material is available to fill holds at their library but not sitting on their shelves for long periods of time before they are circulated to other member libraries.

**B.** MEC Users Conference Friday, March 21, 2025

- This year's conference will feature a variety of breakout sessions so that attendees can select the sessions that interest them the most.
- The tentative schedule may be found at https://moevergreenlibraries.odoo.com/event/users-conference-2025-missouri-evergreen-consortium-12/agenda
- The room reservation block for the MEC User Conference is now open. https://res.windsurfercrs.com/ibe/details.aspx?propertyid=17259&nights=1&checkin=3/20/2025&group=25MOEVRGRN&lang=en-us
- A link to the Users Conference has also been posted on the opening page of the MEC website.

**C.** 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 accidently receive an "old" label.

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