

## **Missouri Evergreen Circulation Committee Minutes**

Tuesday, January 28, 2025

### **I. New Business**

#### **A. 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>

#### **B. Courier issues**

- Ensure that the correct courier label is on the bag. Note that some libraries have courier service to more than one branch. The courier label should match the transit slip.
- Follow MALA guidelines for placement of courier labels.
- Package audio-visual (AV) materials to protect cases. Sending AV without proper packaging is not acceptable.
- Do not zip tie delivery bags.
- Suggestion for possible use of Long(er) Names for internal transit slips NOT MALA labels. Heather Arnold or Rhonda Busse will work with Equinox to see if there is a way for longer names to be displayed.

#### **C. Ask a cataloger questions**

- In preparation for the User's Conference, Rhonda Busse asked for questions about cataloging that would be beneficial for circulators to know.

#### **D. Removal of "Lost" fees when items are returned**

- Libraries were encouraged to check their settings to verify that their void item billing settings are doing what their library intends.
- Removal of fees is controlled by multiple settings found in Local Administration > Library Settings Editor. (There are more settings that could affect fee removal, so look at all of the circulation settings that begin with the word Void.)

**Void lost item billing when returned** - If true, when a lost item is checked in the item replacement bill (item price) is voided.

**Void lost max interval** - Items that have been overdue this long will not result in lost charges being voided when returned, and the overdue fines will not be restored, either. Only applies if Circ: Void lost item billing or Circ: Void processing fee on lost item are true.

**Void Long-Overdue Item Billing When Returned** - Does the same when an item is marked Long Overdue and is returned.

- The Descriptions of settings can be found in Table 3. Circulations at this link:  
[https://docs.evergreen-ils.org/docs/latest/admin/librarysettings.html#settings\\_overview](https://docs.evergreen-ils.org/docs/latest/admin/librarysettings.html#settings_overview)

#### E. Holds on age protected items

- As part of a larger discussion on transit times and holds management **the circulation committee recommends that MEC libraries override holds on age protected items if they want to allow their patrons to get on “the list”, with the understanding that those holds would not be filled until age protections have expired.**
- The MEC Executive Board will be working with Equinox to improve transit times and research the intersection of proximity settings with holds on age protected items and best-hold selection sort orders.

#### F. Upgrade to 3.13

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

## II. Old Business

### A. Scotch removable tape

- Rhonda Busse will add the highlighted section to the Materials Handling Best Practices document's Sending Materials section.

Do not use tape on materials. Previously approved self-adhesive removable receipt paper **and Scotch Removable Tape** is permissible. Print the transit slip and place it in the transiting item.

### B. Equinox purged 126,216 patron records that had been expired for at least 3 years. Thanks to all who worked on this project.

### 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 accidentally receive an “old” label.

## Committee Members:

Heather Arnold [harnold@mlc-stl.org](mailto:harnold@mlc-stl.org)  
 Belinda Birrer [assistantdirector@poplarbluff.org](mailto:assistantdirector@poplarbluff.org)  
 Rhonda Busse [busser@casscolibrary.org](mailto:busser@casscolibrary.org)  
 Janice Butcher [jbutcher@dspl.missouri.org](mailto:jbutcher@dspl.missouri.org)  
 Christal Haueter [chaueter@lebanon-laclede.lib.mo.us](mailto:chaueter@lebanon-laclede.lib.mo.us)  
 Jennifer Mathes [jmathes@jeffcolib.org](mailto:jmathes@jeffcolib.org)  
 Terri Moser [terri@neosho.lib.mo.us](mailto:terri@neosho.lib.mo.us)  
 Lee Ann Santee [leeann@blrlibrary.org](mailto:leeann@blrlibrary.org)  
 Sandy Welker [swelker@rrlmo.org](mailto:swelker@rrlmo.org)