

Missouri Evergreen Circulation Committee Minutes

Tuesday, March 25, 2025

I. New Business

- A. Damaged procedures involving other libraries—Dealing with damaged items between MEC libraries ALWAYS requires communication between libraries. Borrowing libraries should call or email the owning library to request that they mark their item Damaged. Please do not put grocery bills for Damage on patron accounts belonging to other MEC libraries.
- B. Long in transit delay time and other edits—the committee worked on updating the Checking the Transit List document. Rhonda Busse will send the committee a copy of the document with currently agreed upon edits. The committee will then look at the rest of the document to see if there is anything else they think should be edited before the document is republished on the MEC website.
- C. CREATE DUPLICATE HOLDS permission to allow patrons to place multiple holds on the same record—Equinox has activated this permission for Patron and Outreach profiles in the TEST server. They would like libraries to test/verify that patrons are able to place multiple holds on the same record for each patron profile your library uses (a staff member will need to test that multiple holds can be placed on an account from each of the patron profiles because our actual patrons cannot access the test server). If you are unable to place duplicate holds (**from the Patron's side**) or if any unexpected result should occur, please send an email to the circulation chairman at busser@casscolibrary.org The tentative date for this permission to be added to the production server is scheduled for Monday, April 7th. Instructions for verifying your library's current Maximum number of duplicate holds allowed setting, which works together with the Create Duplicate Holds permission, were sent with the circulation committee invitation and are included at the end of these minutes.
- D. Default Hold Notices—A suggestion has been made that MEC no longer shows “Phone” as a preset default hold notification option when the Register Patron screen is brought up. “Phone” would still be available to select, but it would not be automatically checked when we open the Register Patron screen (libraries would need to opt their patrons into phone messages versus the current need to opt them out). Several libraries said they were still using automated phone messages while others felt like they would prefer to make it an opt in option instead of a preset default option. Libraries were asked to respond with their preference via the meeting chat option or to contact the committee chairman at busser@casscolibrary.org with their preference if the meeting video is viewed at a later date.
- E. MALA requests that libraries do not zip tie courier bags.

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.

Committee Members:

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Verification of Maximum Number of Duplicate Holds Allowed Setting

The Circulation Committee has approved a request to grant permission for patrons to place holds for multiple copies of the same item.

Before Equinox implements this change, each library should:

1. Click on Administration > Local Administration > Library Settings Editor
2. Select your library in the Context Location dropdown
3. Use **Maximum number of duplicate holds allowed** for the Filter

#	Edit	History	Group	Setting	Context	Value
1	Edit	History	Holds	Maximum number of duplicate holds allowed.	CASS	12

4. Verify that the context is your library and the value is the number of duplicate holds your library is comfortable allowing your patrons to order (leaving this setting blank will cause your settings to default to the ME setting of 50 items)

Maximum number of duplicate holds allowed.
Maximum number of duplicate title or metarecord holds allowed per patron.

Context Cass County (CASS)

Value 12

[Update Setting](#) [Delete Setting](#)

5. If necessary, click Edit to change the Context or Value of this setting
6. Save changes by clicking Update Setting