

Missouri Evergreen Circulation Committee Minutes

Tuesday, May 27th at 11am

I. New Business

- A.** Dealing with “problem items” between MEC libraries ALWAYS requires communication.
- Call or email the owning library to request that they mark their item Damaged. Please do not put “grocery” bills on patron accounts belonging to other MEC libraries.
 - Call or email the owning library to inform them that an item has been marked Claims Returned, Lost (By Patron) or to have a bill added for a Missing Piece.
 - Annotate bills with a brief description of the damage or missing piece.
 - Invoicing guidelines can be found in the MEC Materials Handling Best Practices document section on MISSING-LOST-OVERDUE-TRANSIT MATERIALS.
- B.** Changing the item status for Missing Pieces--Currently marking an item as **Missing Pieces** checks it back out to the previous patron and changes the status of the item to **Damaged**. That status is more than a little confusing because these items aren't actually damaged and the patron is not being billed for damage. Equinox has created a new status that allows these items to show a status of Missing Pieces rather than Damaged.
- Even if your library uses a different procedure for items returned with something missing, it would be helpful if all MEC libraries changed their setting so that an accurate item status is displayed.
 - Instructions were given showing how to change the status to Missing Pieces and are included at the end of these minutes.
- C.** Finalized Checking the Transit List document—After a new procedure for Checking the Transit List were published in April, the committee realized we had missed one essential step. An additional section has been added to address the need for replacement holds to be placed for patrons whose items were coming to your library to fill a hold.
- Missing in transit holds will not appear on the Hopeless Holds list.
 - The new instructions will be posted in the MEC Circulation Procedure Manual and in the Circulation Training Material section of the MEC website
- D.** Clarification of MALA report terminology—MALA has requested that we check, approve and coordinate with them concerning the terminology we use to explain to libraries how to keep accurate courier statistics. After discussion, the committee decided to leave the information provided in the MEC Materials Handling Best Practices document section on Courier Service unchanged. The Circulation Chairman will ensure MALA has a copy of this section of the document.
- E.** Circulation committee attendance—MEC Circulation Policy states that “Each member library is required to be represented at a minimum of four meetings each year. Currently 7 libraries are noncompliant and an additional 5 libraries have until their one-year membership anniversary date to become compliant. Keep in mind that it is vital to sign in with your name and library when you attend a circulation committee meeting in person, or after watching the meeting YouTube video, that you email the circulation chairman with your meeting takeaways in order for your library to receive credit.
- To verify your library's attendance status, email the Circulation Chairman at busser@casscolibrary.org

II. Old Business

- A.** Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **51a—5/28/25**
- Periodically check that all “old” labels have been destroyed so that items do not accidently receive an “old label.

III. Other

- A.** Questions were raised on how to note prior damage so you don't have to complete an Evergreen Item Condition Report each time you send an item to another library.
- Suggestions included: writing a short note about the damage inside the item.
 - Adding an Item Alert that would display when the item was checked in and checked out. Instructions on adding an item alert can be found at the end of these minutes.
 - Using a "Damage Noted" stamp
- B.** Heather Arnold asked for a quick poll on which libraries are charging fines and which libraries have gone fine free.

Committee Members:

Heather Arnold harnold@mlc-stl.org

Belinda Birrer assistantdirector@poplarbluff.org

Rhonda Busse busser@casscolibrary.org

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New Item Status Created for MEC

Currently marking an item as Missing Pieces checks it back out to the last patron and changes the status of the item to Damaged. That status is more than a little confusing since the item isn't Damaged. **We now have the option to change the item status to Missing Pieces rather than Damaged.**

These are screen shots of what results after changing your item status to Missing Pieces and then marking an item Missing Pieces.

- **Item Status List View**

Barcode	Call Number	Due Date	Location	Item Status	Title
3007845297	DVD YEL	1/25/2024	Adult DVD	Missing Pieces	Yellowstone Season 5

- **Item Status Detail View**

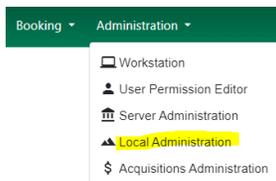
Status	Missing Pieces
Due Date	1/25/2024
Checkout Date	1/11/2024 9:22 AM

- **Item Table showing the status and showing that the item is not holdable.**

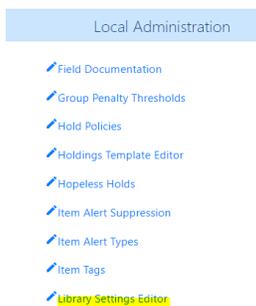
SRL-UN	DVD YEL	Complete Set	3007845297	Adult DVD	DVD	06/26/2023	No	Missing Pieces	01/25/2024	01/11/2024
	Edit		View Edit							

To change your library's setting from Damaged to Missing Pieces, follow these steps.

1. Open **Administration > Local Administration**.



2. Open **Library Settings Editor**.



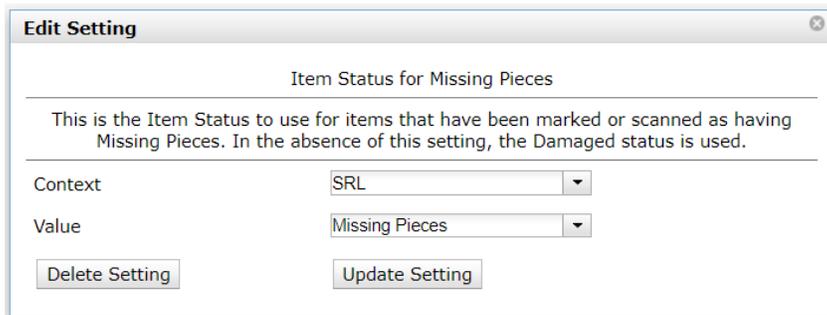
3. Enter your library in **Context Location** and type **item status** in the empty field.

Open in New Window | Refresh

Organization Unit Settings			Context Location	SRL	Item status
Edit	History	Group	Setting		
Edit	History	Acquisitions	Initial status for received items		
Edit	History	Circulation	Hold Shelf Status Delay		
Edit	History	Circulation	Item Status for Missing Pieces		
Edit	History	Library	Change reshelving status interval		

* Indicates the setting is not inherited from the parent org unit at run time

4. Open **Edit** on the **Item Status for Missing Pieces** line. This is what you will see.



The screenshot shows a dialog box titled "Edit Setting" with a close button in the top right corner. The main title is "Item Status for Missing Pieces". Below the title is a descriptive text: "This is the Item Status to use for items that have been marked or scanned as having Missing Pieces. In the absence of this setting, the Damaged status is used." Below this text are two dropdown menus: "Context" with "SRL" selected and "Value" with "Missing Pieces" selected. At the bottom of the dialog are two buttons: "Delete Setting" and "Update Setting".

5. Choose your library for the **Context** and Missing Pieces for the **Value**.
6. Click **Update Setting**.

Now, when you mark items **belonging to your library** as Missing Pieces, the status of the items will be Missing Pieces. When marking items that don't belong to your library as Missing Pieces, the status of the items will be the status that the owning library has set up.