Missouri Evergreen Circulation Committee Minutes

Tuesday, June 24th at 11am

I. **New Business**

    A. Libraries have reported that when staff attempt to use Patron View (on the staff side of the catalog) they are being routed to a new page with the following information:

        Apologies, if you are seeing this page, the catalog is trying tot discourage bots. Please click here to continue using the catalog.

        Clicking the link will take you to the Patron View of the item you selected. The Circulation Chairman will check on the possibility of putting a disclaimer on the OPAC

    B. There have been courier issues involving changes at the Kansas City hub. Cass County, Trails Regional and possibly more libraries in the Kansas City hub have experienced receiving very few items for multiple days as well as couriers either not taking anything or only taking 1 or 2 tubs or boxes. MALA has been contacted and is working with Capital Express to resolve the issue. Until the issue is resolved, some items transiting out of this hub will take longer than normal to arrive.

    C. Several libraries have reported longer than expected wait times for SMS hold notifications, especially over the Juneteenth holiday.

    D. Beginning in July there will be a new Zoom login. Please use the link that will be sent on the July Circulation Committee meeting invitation.

II. **Old Business**

    A. Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **51a—5/28/25**

        1. Periodically check that all "old" labels have been destroyed so that items do not /accidently receive an "old label.

III. **Other**

    A. Circ committee working session.

        1. Permissions-The committee considered additions and possible subtractions to the current list of permissions for both Circulators and Circulation Administrators.

- Approved additions for Circulation Administrators:
  - ✓ RUN_SIMPLE_REPORTS
  - ✓ VIEW_TRIGGER_EVENT (Allows a user to view the circ and hold related action/trigger event log attached to a user account (Consortium level - not grantable)
  - ✓ VIEW_TRIGGER_EVENT_DEF (Allow a user to view trigger event definitions (Branch level - not grantable)
  - ✓ ADJUST_BILLS Allows a user to adjust a bill to zero (Branch level - not grantable) Currently both Circulators and Circ Admin have the permission VOID_BILLING.
  - ✓ DELETE_USER Allows a user to delete (purge) another user's account.

- Approved (and *tentatively approved) additions for Circulators:
  - ✓ *ADMIN_HOLD_CANCEL_CAUSE This is where you can designate why the hold was cancelled. (Staff forced, Hold shelf expiration, Patron via phone, etc.)
  - ✓ UPDATE_PICKUP_LIB_FROM_TRANSIT (Allows a user to change the pickup and transit destinations for a captured hold item already in transit)
  - ✓ MARK_ITEM_DAMAGED (Allows a user to mark an item status as damaged) Currently circulators can't mark an item damaged. Circ Admin accounts can mark items damaged because they have both VIEW_BILLING_TYPE and UPDATE_COPY. Giving circulators MARK_ITEM_DAMAGED would allow them to mark something damaged without giving them permission to UPDATE_COPY which allows you to update everything.
  - ✓ UPDATE_PATRON_PRIMARY_CARD
- The Circulation committee chairman will bring those recommendations to the June Ex Board meeting and complete a review with Jennifer Weston, from Equinox, before any changes will be made.
- Questions were also raised about what would happen to accounts that have had additional permissions already added. Clarification from Equinox will be sought so that libraries will have adequate time to prepare for potential changes.

2. Document review-A working committee was set up to review all current circulation training documents residing on the MEC website. They have been tasked with reading and noting changes that need to be made with the goal of completing any corrections/changes by September.

3. Thank you to the participants from many MEC libraries that stayed to hear the discussion, ask questions and make suggestions. The committee appreciates your opinions and interest in any possible changes.

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