

Missouri Evergreen Circulation Committee Minutes

Tuesday, July 22nd at 11am

I. New Business

- A.** Welcome to new Circulation Committee members Darcy Humphrey from Carthage Public Library and Madison Morris from Webster Groves Public Library.
- B.** Is there a need/desire for a circulation permission level similar to what cataloging has done with "Baby Cat"?
 - The general consensus seems to be that it is probably not necessary.
 - Concerns were raised about the ADJUST_BILLS permission. The circulation chairman will test the permission that allows staff to Allow a user to adjust a bill (generally to zero) with a decision to be made by the August meeting.
- C.** Reciprocal borrowing agreement / placing holds for another MEC library's patrons
 - Reminders were given that staff education/training is essential so that all frontline staff understand your library's policy on checking out to patrons from other MEC libraries.
 - After discussing placing holds for another MEC library's patrons, regardless of your library's reciprocal status, the following best practices were agreed on, with final wording to be presented at the August meeting.
 1. Never modify a patron account that belongs to another MEC library.
 2. Direct patrons to work with their home library to address account issues.
 3. Holds placed for another MEC library's patron should be picked up at the patron's home library.
 - Staff may place holds for the patron, call the home library and ask them to place the hold for their patron, help the patron log in to their account and allow the patron to place the hold or register the patron at your library then place a hold to be picked up at your library.
- D.** Discard/weed item status
 - Best practice is typically using the discard/weed status as an interim step to get the items from the branch to the cataloger/person who will actually do the deleting. This step allows catalogers/acquisitions staff time to evaluate if they want to replace the item rather than delete that record. While an item is in discard/weed status it will still show in the staff catalog, but not on the OPAC. It is also possible to override and check these items out to a patron.
 - Run reports to find missing or damaged items and delete or replace if they are never found. When weeding, include the item status of missing and damaged along with available. If items are not found consider deleting them.
 - Deleting large numbers of items currently in discard/weed status, as a corrective measure, will affect your State numbers and an explanation should be included with your report.
 - The Circulation Chairman will work with the Cataloging Committee to develop best practices for discard/weed status items and deleting.

- E. St Joseph Public Library has requested that the committee look into having courtesy notices sent out at a later time to allow items returned in the book drop to be processed.
- Equinox reported that, "Courtesy notices appear set up per library system, so it wouldn't be too big of a deal to move the courtesy notices for a particular library system out a little farther in the day."
 - At this time, we will not pursue having a consortium setting, but library systems are free to contact Equinox to adjust their own notices
- F. Clearing the Holds shelf
- Libraries were encouraged to process the Clear Holds list daily.
 - Adjust the shelf expire date if you need to keep an item for longer than your normal shelf expire time.
- G. Sequoia Maintenance on 7-23-25 is scheduled to fix the bugs causing patrons to receive notices by a default method even though the patron intentionally has no hold notification methods enabled.

II. Old Business

- A. Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **52—6/27/25**
- Periodically check that all "old" labels have been destroyed so that items do not accidentally receive an "old label."

III. Other

- A. Libraries reported continuing problems with couriers. Problems range from missed deliveries to extremely large deliveries as well as deliveries being made at widely variable times.
- Continue to report every issue to MALA so they can work with Capital Express to resolve the problem.
- B. Texas County, Poplar Bluff and Scenic all have libraries that are temporarily closed. They reported that they are working with Equinox to ensure items are being properly renewed and returned to owning libraries as quickly as possible.

Committee Members:

Heather Arnold harnold@mlc-stl.org
Belinda Birrer assistantdirector@poplarbluff.org
Rhonda Busse busser@casscolibrary.org
Janice Butcher jbutcher@dspl.missouri.org
Christal Haueter chaueter@lebanon-laclede.lib.mo.us
Darcy Humphrey dhumphrey@carthagelibrary.net
Jennifer Mathes jmathes@jeffcolib.org
Madison Morris mmorris@wgpl.org
Terri Moser terri@neosho.lib.mo.us
Lee Ann Santee leeann@blrlibrary.org