

Missouri Evergreen Circulation Committee Minutes

Tuesday, October 28th at 11am

I. New Business

- A. Libraries discussed allowing patrons to keep damaged items once they have been paid for. Currently the committee is waiting for additional information from Heartland Regional Library about how their damaged but “rented” items are handled before posting the updated version of the *Accounting for Lost or Damaged Items* document. The majority of libraries allow the borrowing patron to keep damaged items once payment has been made
- B. Dealing with damaged items that come from a library other than the owning library.
 - Communication between libraries is essential. If an item is clearly damaged enough to bill the patron, it should not be sent in transit to another patron or library. Doing so can cause confusion about where the actual damage took place.
 - However, if this situation does arise, contact the previous patron's home library. The home library should then reach out to both the patron and the owning library to ensure the item is properly billed and invoiced.
 - The damaged item should be returned to the patron's home library so the patron can inspect the damage and, if appropriate keep the item once it has been paid for.
 - To address how to send the item back to the previous patron's home library while maintaining accurate item status, the committee discussed creating one account for each library that includes the library's name plus one identifying term (e.g. “Cass mending” or other agreed upon term).
 - The committee will continue discussing this option and report back at the next Circulation Committee meeting.
- C. Pull list and marking items missing vs canceling the hold—Please don't cancel another MEC library patron's hold.
 - If you can't find an item on the Pull List, retarget the hold or mark the item Missing so the hold can move on to an available copy.
 - If you know your library is the only MEC library that owns the item and you need to mark it Missing, a quick email or phone call to notify the requesting library is always appreciated.
- D. Clarifications about how libraries can receive credit for attending Circulation meetings have been added to the ME Circulation Policy. See the clarifications at the end of these minutes.
- E. In response to an inquiry from the Cataloging Committee, attendees were asked to share their opinions about merging item records for paperback and mass market editions from the stand point of patron accessibility. Generally, opinions fell into 3 categories:
 1. **Merge them**, as fewer bibliographic would make the catalog less confusing for patrons.
 2. **Do not merge them**, since many patrons have visual or physical challenges that make certain formats difficult to use or enjoy. Merging could make it harder for these patrons—and for library staff—to find and request materials in the most suitable format.

3. **Consider loosening cataloging rules slightly** to allow more similar items to share the same record, which could reduce the overall number of bibliographic records without compromising accessibility.

The Circulation Chairman will summarize and forward the opinions expressed to the Consortium Cataloger and the Cataloging Committee.

- F. Libraries were encouraged to begin working on the annual purge project.
 - Updated instructions have been added to the Circulation Training Materials page (soon to be renamed *Circulation Resources*), though they have not yet been linked to the MEC Circulation Procedure Manual.
 - Libraries are encouraged to delete patron accounts “little by little” and to use off-peak times to avoid system slowdowns when reasonable according to the library's schedule.
 - Equinox suggests sending **Staff accounts** to them for deletion. They will complete these deletions at a time that is less likely to impact system performance.
 - **Equinox will purge all deleted accounts on Jan 5, 2026**

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. The addition of Ozark Regional Library added: 25,247 additional bibs, 63,657 items and 10,480 patrons to Missouri Evergreen

Committee Members:

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III. Circulation Committee

The Circulation committee will be composed of staff who are actively involved with circulation related duties on a regular basis from different libraries recruited by the Executive Board or the Circulation Committee Chairperson. Consideration will be taken to appoint committee members from

libraries with varying budgets, number of materials, and size of service area. The Circulation Committee chairperson will be appointed by the Executive Board.

The Circulation Committee will meet a minimum of ten times a year. The meetings will be led by the committee and all Missouri Evergreen libraries are encouraged to participate. Regular participation strengthens interlibrary cooperation, allows for open communication, and ensures understanding of circulation policies.

Each member library is required to be represented at a minimum of four meetings each year. The recommended method of fulfilling this requirement is for a library representative to attend the live Zoom meetings. If a representative is unable to attend the live Zoom meetings, the library may satisfy the attendance requirement by either reading the posted meeting minutes and submitting a brief summary to the Circulation Committee Chairperson, or viewing the recorded meeting and submitting a brief summary to the Circulation Committee Chairperson.