

## Missouri Evergreen Circulation Committee Minutes

Tuesday, February 24th at 11am

### I. New Business

#### A. Permission Project

- As part of the Permissions Project, Equinox has been authorized to implement new default permissions for Circulation and Cataloging staff accounts and to modify the MEC Permission Tree by removing several patron and staff permission groups. Changes will include:
  - **Moving all Circulator and Circulation Administrator accounts to the new default permissions**
  - **Moving all cataloging accounts into the new permission tree structure**
  - **Discontinuing the “Non-Circ” patron group.**
  - **Moving the “Outreach” patron group to be in the hierarchy under “Patrons”.**
  - **Discontinuing the “General Staff” staff permission group**
  - **Discontinuing the “Data Review” staff permission group**
  - **Discontinuing the “Serials” staff permission group**
- Equinox will update the test server to reflect these changes on **February 20, 2026**. The changes will be moved to the production server on **March 16, 2026**.
- Libraries were encouraged to make intentional decisions about the permissions granted to staff accounts, use established secondary permission groups when appropriate and add additional individual permissions only when necessary.
- A list of permissions added or removed from the Circulators or Circulation Administrators permission groups may be found at the end of this report.

#### B. Probationary Patron survey results and conclusions

- Heather Arnold shared 2 graphs showing results from the 38 libraries that returned the survey. Of the responding libraries, twelve currently use this permission level. Seven libraries preferred keeping the expiration date at the current 90-day period, 3 preferred it be changed to 60 days, and 2 preferred 30 days.
- The most common uses of this permission level were:
  - as a default permission group for new patron accounts (then after the set time period, the accounts as switched to another patron group)
  - when new patrons do not have documentation for their current address
  - for visitors, those in temporary housing, unhoused patrons or patrons without a permanent address
- Several libraries reported that the conversation had led them to consider ways they could use this permission level.
- The committee thanked those who responded and decided to leave the default expiration date at 90 days.

#### C. Aged patron circulation information in circulation history discussion

- Libraries were invited to share their experience with aged patron circulation information.

- Several libraries mentioned frustration with the inability to see previous patrons because renewals bumped patrons off the list.
  - Poplar Bluff mentioned that they had recently had problems with inability to acquire accurate numbers on some of their reports.
  - Privacy concerns were mentioned as a good reason for maintaining our current settings.
  - Libraries appreciated being able to say that front line staff do not have access to that information.
  - This issue will be discussed with the MEC Executive Board.
- D.** Reminders were given to use the Missouri Evergreen Item Condition Report to protect patrons from being charged for previous damage.
- Concerns were raised about how easily these reports can be lost during check outs or while items are in transit.
  - The committee chairman will speak with Equinox to see if there is a way to document damage by allowing libraries to put item alerts on another library's material.
  - Libraries were encouraged to send damaged items back to the home library instead of sending damaged items on to a different library to fill the next hold.
- E.** The 2026 MEC User Conference registration is up and running!
- The Conference is free to attend other than any hotel registrations.
  - MEC has reserved a block of rooms for the conference for \$99 per night. Hotel reservations information is under the Locations tab. Cut-off date for the discounted rate is March 24.
  - Register at:  
<https://moevergreenlibraries.odoo.com/event?tags=%5B10%5D>

## **II. Old Business**

- A.** Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **53—12/2/25**
- Periodically check that all “old” labels have been destroyed so that items do not accidentally receive an “old label.”
- B.** The Evergreen ILS will update to 3.15 the evening of February 25, 2026.

## **III. Other**

- A.** Our next meeting will be March 24, 2026

### **Committee Members:**

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## Changes to Circulator and Circulation Administrators Default Permissions

<p><b>Additions to Circulators</b>  ADMIN_HOLD_CANCEL_CAUSE  UPDATE_PICKUP_LIB_FROM_TRANSIT  MARK_ITEM_DAMAGED  UPDATE_PATRON_PRIMARY_CARD</p>	<p><b>Additions to Circ Administrators</b>  RUN_SIMPLE_REPORTS  VIEW_TRIGGER_EVENT  VIEW_TRIGGER_EVENT_DEF  ADJUST_BILLS  DELETE_USER</p>
<p><b>No permissions were removed from Circulators</b></p>	<p><b>Removed from Circ Administrators</b>  DELETE_BILLING_TYPE  DELETE_CIRCULATION_DURATION  CREATE_PATRON_STAT_CAT  CREATE_PATRON_STAT_CAT_ENTRY  CREATE_PATRON_STAT_CAT_ENTRY_DEFAULT  CREATE_PATRON_STAT_CAT_ENTRY_MAP  DELETE_PATRON_STAT_CAT  DELETE_PATRON_STAT_CAT_ENTRY  DELETE_PATRON_STAT_CAT_ENTRY_DEFAULT  DELETE_PATRON_STAT_CAT_ENTRY_MAP</p>