

Missouri Evergreen Circulation Committee Minutes

Tuesday, June 23, 2026 at 11am

I. New Business

- A.** To avoid accidentally placing holds for the wrong patron, libraries were encouraged to have staff verify that the correct patron is displayed before placing a hold. Libraries were also encouraged to make verifying that the correct patron record is displayed a standard part of every library transaction.
- B.** Members of the Circulation Committee will be leading Regional Circulation Trainings this fall. Dates and locations for the upcoming training days are:
 - September 11th at Camden County
 - September 18th at Jefferson County
 - September 25th at Poplar Bluff
 - October 9th at Livingston County
 - October 22nd at Carthage
- C.** Thank you to all who have replied to the Circulation survey sent to gather input on topics libraries would like included in the regional trainings. If you haven't yet responded, there is still time. Use the following link to help determine the topics that will be presented:
<https://forms.gle/bJYNr1K3uNsQ2dSY8>
The committee will be meeting to discuss survey results and create an agenda before the July meeting. Registration information will be sent as soon as possible.
- D.** A library has requested that ADMIN_USER_BUCKET be added to the baseline Circulation Administrators permissions list. This permission would allow circulation administrators to view a patron's hold group status or remove a patron from a hold group by displaying the patron record, clicking the Other tab and selecting Hold Groups. Multiple libraries currently use Hold Groups and some have already added this permission on an individual basis. Adding the permission would also fix a known bug in the Hold Group interface. After discussion, the committee voted to add ADMIN_USER_BUCKET (at the system level) to the baseline permissions for all MEC Circulation Administrator accounts. The Circulation Chairman will work with Equinox to add this permission.
- E.** The committee was asked if MEC has a standardized number of holds allowed per patron. The question came about because a patron from a different library requested almost all of a smaller library's collection of Hardy Boys books. Possible reasons for this happening include the requesting patron being located in the same courier hub, causing those items to be targeted first, or the owning library being the only library attached to the bibliographic record. Currently each library can determine the maximum number of holds they will allow their patrons to have. From a quick survey of Hold Policies (not every library) it appears that most libraries haven't set any hold limits while others have limits as small as 5

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and as large as 100. Libraries were encouraged to verify their Holds settings, and the owning library was encouraged to work with their cataloger to see if it would be possible to merge these items with any other bibliographic records.

II. Old Business

- A.** Courier Label updates: Please make sure your library is using Get Connected MALA Courier LABELS version **57—4/15/2026**
 - Periodically check that all “old” labels have been destroyed so that items do not accidentally receive an “old label.”
- B.** New, larger versions of the MEC Item Condition Report have been posted on the MEC website under General Resources > Circulation Resources > Condition Received Report. The hope is that these larger versions will be harder for patrons and staff to misplace or overlook. Libraries may use either version of the new form or continue using the original Item Condition Report.

III. Other

- A.** Scenic Regional Library reported that they have recently seen transit slips containing patron barcodes. Because every MEC library shares the responsibility to protect patron privacy, libraries are encouraged to verify their transit template does not display patron information and to contact any library whose transit slip does contain personal information. Macee Jarvis, from Scenic, will contact the sending libraries to make sure identifying patron information is removed.
- B.** The MALA Courier Project is continuing with libraries from both the Kansas City and the Columbia hubs participating.
- C.** Our next meeting will be July 28, 2026

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