

Resource Sharing Minutes
May 15, 2003 Meeting Notes

Attendees: Lorraine Smi (VOOR); Dawn Geurds (EGRN); Debbie LaRose (COLN); Joe Nash (COLN); Jean Marie Cole (GUIL); Karen Nuckolls (UHLS); Barbara Kendall (BRUN); Mena Will (POES); Amy Brozio-Andrews (APLM); Amy Maurer (APLM); Tim Burke (APLM); Geoffrey Kirkpatrick (BETH); Betty Albright (BETH); Gillian Leonard (GUIL); Susan Dague (EGRN); Jo-Ann Benedetti (UHLS); Robert Carle (UHLS), notes.

Route Slip – It was suggested that Return To appears higher on the slip, which would make the slip a full 8.5 inches long. Everyone agreed, and the routing slip was approved. Rachel will send each library a master and a handful of yellow copies, and [post the final version on the Intranet](#).

Patron Registration Card ([download](#)) – Further suggestions to the draft:

1. Shade or shadow certain fields, to discourage patrons from filling them in. The fields to be shaded are registering library, county code, notes, staff initials, social security#.
2. The field for social security # should remain, as some libraries do use it.
3. The barcode field needs to be longer.
4. Include the words UHLAN and the date of the revision.
5. Keep the card the same size as the old one.
6. Add the words 'Please Print.'

There was a discussion about the application matching the Horizon screens as much as possible. There is some inflexibility in the views that may require customized programming. It was suggested that there should be standardized procedures regarding capitalization, commas, and periods. Changes in field size and the order of the fields on the screen would help. For example, btype should follow the expiration date. Karen will report back on whether these changes can be made.

Rachel summarized the changes to be made to the card, as agreed upon by the group. She will post the revised card on the Intranet along with the notes from this meeting.

Other issues –

Overdue Notices: The group discussed how they were printing out. Karen pointed out it is difficult to separate name fields.

Blocks: The library and staff who placed a block on a borrower should be identified. It was suggested using the four-character code to identify the source of the block. The notes field on the block needs to be longer. There should also be separate note field from the block note field, such as an Add Note comment field. Karen will look at the block view to make adjustments, and will report back.

Requests: Geoff noted that requests seem to be disappearing. He determined that deleting the On Order record also deletes any requests attached to it. This can be avoided if the actual item is added before the On Order is deleted. He also suggested trying to prevent patrons from making too many item specific requests. Another thing that might be causing deleted requests is the Delete Request button on the Pull List.

Transits: There is a problem of some items "in transit" that never arrive. Geoff has been

reviewing reports of “in transit” items

Other problems:

1. Requests show up on the Pull List and the item is not at the library.
2. Patrons make general requests and item specific requests, which results in multiple holds.

Next Meeting - Wednesday, June 25, 2003 from 9:00 – 11:00 AM in the large meeting room at UHLS.