

## Resource Sharing Advisory Council

March 24, 2005

ATTENDEES: Betty Albright, Vicki Bucciantini, Rob Carle, Jean Marie Cole, Marsha Doyle, Dawn Geurds, Geoff Kirkpatrick, Ethel LaPier, Joe Nash, Lorraine Smi, Joe Thornton, Mena Will

MINUTES FROM LAST MEETING: Joe Thornton distributed the minutes from the previous meeting (February 17, 2005) and they were approved without discussion.

### RECOMMENDATIONS TO ASC:

Following up the recommendations we made to ASC after our last meeting, these items still need to be completed:

- *Size of Comment Fields*: enlarge all comment fields that are enlargeable, especially in the "Edit Current Block" windows.
- *Check for Existing Patrons Records When Creating a New One*: submit an enhancement request to Dynix to check the birth dates and names (or whatever information that would suffice) of "new" patrons, when creating records for them, against the database to help reduce the number of patron records per person.
- *Request Confirmation Display*: move the "Select a location..." option line up one, so it's clearer to patrons that they have to pick a location if they don't want the default (their home library). Reduce the size of, or eliminate, the "Comment" text area.

TRANSIT SLIPS: Some libraries asked about the small size of the font used for automatically printing transit slips. Geoff explained that a library can change to any font they want, but all notices will print with that font. The font size cannot be changed for different documents or for different fields in the same document.

COURIER: Lots of comments about the new courier's handling of items. Material arrives wet, dirty, gritty, grimy, and smoky. So far the plastic bins are not solving the problem because the couriers apparently empty them on the floor of the warehouse to be sorted.

BORROWER PHONE NUMBER: Dawn clarified her earlier request to include the borrower's phone number in both the current and previous borrower screens. It had been added only to the previous borrower screen, but now appears in both.

FAST-ADDS: Rob proposed that we recommend to ASC the implementation of a method that he devised to prevent the improper use of Fast-Adds. By making the default,

unchangeable collection code equal to “FA-BI,” all bib and item records created by the Fast-Add process will be deleted automatically when checked in, rather than lingering as little duplicate records.

LOST IN TRANSIT: Joe will run the “lost in transit” script every Saturday night and email Resource Sharing when the new files are available.

REORDERING THE REQUEST QUEUE: There are four ways to reorder the request queue:

1. local priority. When a requester’s pickup location matches the item’s location, the requester moves up in the queue automatically. This is the way we want the queue to work, and requires no changes.
2. circ staff manually changes the order of the queue.
3. when the circ staff responds “No” to the question “Do you want to renew the request?” which is displayed when a requested item is checked in.
4. when two on-order bib records, each with requests attached, are merged, and the requests are “zippered” instead of sorted chronologically.

Joe T asked if we want to disable the “Reorder request queue” function and the answer was a unanimous and emphatic no. We discussed the option of limiting use of the function to circ supervisors, but that suggestion was not enormously popular either.

We decided to go with the honor system, and to send a reminder to everyone of the guidelines pertaining to the proper use of the function.

**The next meeting is scheduled for Wednesday, April 27, 2005 at 9:00 AM at UHLS.**