

**Circulation Advisory Council**  
**August 12, 2015**

**Present:** Betty Albright (BETH), Nolan Doroski (APL), Dawn Geurds (EGRN), Sue Hoadley (WSTR), Debbie LaRose (COLN), Marion Pierson (EGRN), Lisa Pitkin (GUIL), Michele Reilly (VOOR), Jennifer Sidoti (COLN), Catherine Stollar-Peters (BETH), Joe Thornton (UHLS), Ginny Wescott-Prew (TROY)

- Preparation for migration to a new ILS:
  - We need a process to change youth patron types to adult patron types on their 18th or 16th birthdays, depending on the libraries' policies.
  - We covered the steps to try to smooth the hold shelf situation:
    - Run the item level request list once a week.
    - Must choose "Print paging slip."
    - If you use your library's login to place item level requests for items at your library, those items won't show up on your paging lists.
  - Reports needed:
    - Circ by Bstat
    - Circ by Btype
    - Circ by location
  - Problems, enhancements
    - We'd like the call number to display on notices. This might be an enhancement request.
    - We'd like the barcode to display on overdue notices.
    - On the *Title Paging Lists* sometimes the same item displays multiple times.
    - Catherine suggested (strongly) that for the sake of patrons' privacy we should delete 'sent' emails after one month. We'll ask the directors.
    - We're not clear as to how 'freezing' requests works in Sierra and Encore.

**Next meeting: TBA**