

**Circulation Advisory Council**  
**August 3, 2016**

**Present:** Betty Albright (BETH), Philip Berardi (GUIL), Rob Carle (UHLS), Sue Hoadley (WSTR), Dale LaGue (TROL), Debbie LaRose (COLN), Catherine Stollar Peters (BETH), Michele Reilly (VOOR), Heather Ringler (GUIL), Robert Sheedy (APL), Jennifer Sidoti (COLN), Joe Thornton (UHLS)

**How do libraries handle items owned by other libraries that patrons return incomplete or damaged?:** The consensus is: “Don’t check it in!” Most libraries enter a Patron Note in Sierra and send the item to the owning library. Some smaller libraries contact the patron who returned the damaged item.

**Linking patrons:** A brief discussion about how libraries link patrons (e.g. family members). Some use the *Linked Patrons* function in Sierra, some add a note to the patron records. Catherine said that NYPL has a web page describing the function. BETH doesn’t use it.

**Preferred Name:** Catherine said that renaming *Patron Alias* to *Preferred Name* caused a change to the display. We don’t think there’s a workaround, and this may deserve a Sierra Enhancement Request.

**Patron record codes:** Rob showed a PDF he created that explains the function of each of the codes in a patron record, as requested at the last meeting.