

**Circulation Advisory Council**  
**December 7, 2016**

**Present:** Betty Albright (BETH), Philip Berardi (GUIL), Rob Carle (UHLS), Sue Hoadley (WSTR), Debbie LaRose (COLN), Marion Pierson (EGRN), Michele Reilly (VOOR), Robert Sheedy (APL), Jody Shlomo (VOOR), Catherine Stollar Peters (BETH), Joe Thornton (UHLS)

**Lost fees:** From Judy Petrosillo:

We have had a lot of trouble with late items that have been switched to lost. At ten cents a day, it takes patrons fifty days to reach the maximum fine of \$5.00 but the item is being changed to lost way before that. We have been overriding these items so we can check them in. I know we said not to override on another library, but if the patron is returning the item, why would they pay the "lost" fee. Wouldn't the owning library rather have the item returned? As a patron, if I were billed as the item being lost, I would keep the item I paid for.

“Could you discuss this at a circulation meeting and let me know how they feel about this? I would like it if an item were not considered lost until after 50 days.

The only way to handle this is to check the item in and override the “lost” fee. Unfortunately, the patron may get a bill, but waiving it and explaining is the best advice we have.

**Registration cards:** Joe asked to be educated (again) about the reasons libraries need the paper registration cards. Probably the most common reason is so that staff can double check that the patron’s information was entered correctly into Sierra. Related: Robert told us that APL will stop using the paper registration cards.

**Online patron self-registration:** Long discussion about turning on *Patron Self Registration* on January 1. The main discussion was about what to do when someone who registered online shows up at the library. Catherine had provided a list of fields (Patron Type, Home, Library, etc.) that will need to be changed by staff.

We also discussed the situation where someone who lives in another service area comes to your library to get a card. We decided that we’ll write a program to notify the patron’s home library that the aforementioned fields need to be changed for the patron. To generate that email, circ staff will need to enter “>COLN” (e.g., without the quotes) to

tell the program that COLN, in this case, should update the patron's record.

Because there's no automatic deletion of online accounts, UHLS will manually delete them fifteen days after they were created if the patron has not visited a library to get a real barcode by then.

We also made some changes to the *selfreg* template.

**Miscellaneous:** Catherine said that Decision Center has not synced with Sierra since early November. We'll notify III.