

Circulation Advisory Council
January 4, 2017

Present: Betty Albright (BETH), Philip Berardi (GUIL), Rob Carle (UHLS), Sue Hoadley (WSTR), Debbie LaRose (COLN), Pegeen Lorusso (SNLK), Marion Pierson (EGRN), Claudia McGrew (APL), Carol Melewski (RCSC), Robert Sheedy (APL), Catherine Stollar Peters (BETH), Joe Thornton (UHLS)

1. Something simple yet important that I would like to bring up briefly is to remind all libraries to include staff member initials, date and four letter library code (such as we are BETH) on both borrower as well as item pop up messages. (Betty)

All agreed that this is the proper procedure to follow, and Joe will email everyone reminding them to do this.

2. Robert asked about deleting billed items. Catherine suggested using *Create Lists* to create a review file, and then use *Rapid Update* to delete the items. Sue said that small libraries don't usually delete them. We had a brief discussion about the impact on circulation reports (specifically "number of withdrawn items") that Julie Dore warned us about, but everyone seems to remember the warning and there's not much concern among the group.
3. Anomalies:
 - a. Debbie said that some holds have 21-day expiration dates if they were item-level requests.
 - b. Some patron had 96 holds on the same item and doesn't know how they got there.
4. Book Club Holds. Pegeen asked if this is possible in Sierra. Answer: no
5. Substitution phrases: Marion asked if we could add substitution phrases (as we did for bib and item records) for patron records. We can, and they'll discuss what they'd like at EGRN and get back to us.
6. EGRN is now accepting credit card payments, although their system is not integrated with Sierra.
7. Discussion about Patron Self Registration, which was enabled on 1/1/17. No problems so far. Between five and six patrons a day register online.