

**Circulation Advisory Council**  
**October 4, 2017**

**Present:** Rob Carle (UHLS), Sue Hoadley (WSTR), Debbie LaRose (COLN), Pegeen Lorusso (SNLK), Claudia McGrew (APL), Jennifer Murtha (VOOR), Marion Pierson (EGRN), Sylvia Taylor (BETH), Joe Thornton (UHLS)

**Patron Message & Manual Block fields:** We continued this discussion from the previous meeting, with similar results: Many libraries don't use these fields, and no one expressed a strong interest in refining them. We agreed to keep the topic open but to wait for Phil Berardi (GUIL) to attend since this was his agenda item.

**"Out of System" Library cards:** Sylvia asked how other libraries are handling these. BETH had a patron who complained about being sent back to their library when (they claimed) they had come to BETH in the past and had been allowed to check items out. Sylvia also asked, "Do you charge?" and "Do you allow them to be used everywhere?"

Discussion:

- All libraries should put a red line on the "Out of System" cards so they can be identified quickly at other libraries.
- Most libraries charge for these cards.
- APLP issues a lot of these cards because of their large Chinese collection.

**Teleforms update:** UHLS worked with *FirstLight* (phone service provider) to correct the problem of patrons not receiving *Teleforms* calls if they had turned on *Call Block* (blocking calls from numbers without Caller ID). We think the problem is fixed but will monitor it closely.

**Create Lists training:** Rob reminded everyone that he's holding another *Create Lists* training session at UHLS on 10/19.