

Circulation Advisory Council
May 2, 2018

Present: Phil Berardi (GUIL), Rob Carle (UHLS), Debbie LaRose (COLN), Carol Melewski (RCSC), Marion Pierson (EGRN), Robert Sheedy (APL), Sylvia Taylor (BETH), Joe Thornton (UHLS)

Paging lists: As part of our Holds Audit, III pointed out that Sierra shows that many libraries haven't run paging lists in a long time. We suspect that this is caused by libraries using a different method (e.g. an [Ad Hoc report](#)) to generate lists, and that everyone is actually running their paging lists as recommended. We reminded everyone to run paging lists regularly as well as the [Item level requests](#) report.

View Outstanding Holds report: The Holds Audit also showed us that Sierra's *View Outstanding Holds* report is useful to identify holds that have been languishing for a long time.

Delay Hold request at pickup location before transferring hold/filling at other locations: This is a new feature of Sierra 3.4 that might improve the way holds are processed, giving a library (pickup location) time to fill the hold before the request moves to another library. We decided to wait a while and see how other sites fare with this feature.

Automatic Checkouts: This is a Sierra feature that is used mainly for Homebound patrons. When a requested item is checked in for a Homebound Patron, Sierra checks it out immediately instead of prompting staff to put it on the hold shelf. It was too buggy to use before Sierra 3.4, which we upgraded to recently. Phil has been working with III to get this working, and he explained the feature to the group.

Cable ties: Sylvia asked if we need to use cable ties for security on courier bins, as was our practice at one time. The consensus answer was no, they're no longer needed.