

Circulation Advisory Council
September 5, 2018

Present: Philip Berardi (GUIL), Rob Carle (UHLS), Carol Melewski (RCSC), Jen Murtha (VOOR), Marion Pierson (EGRN), Robert Sheedy (APL), Sylvia Taylor (BETH), Joe Thornton (UHLS), Virginia Wescott (TROY)

We had no agenda so had informal discussions on the following:

Notices: We added SPF (Sender Policy Framework) entries to every library's DNS settings and that appears to have reduced significantly the number of reports by patrons that they didn't receive expected email notices.

Out-of-system patrons: We could manage loans (or denials) to Out-Of-System patrons with Sierra Loan Rules instead of (or maybe in addition to) the red lines, staff training, etc. that we use now. We discussed the possible ramifications of doing this, and there were some concerns about requests, e.g.: if we created a Loan Rule that prevented GRAF Out-of-system patrons from using other libraries, they would not be able to request items from other libraries even if they planned to check them out at GRAF. **(We'll settle this finally at our October meeting.)**

Requests on lost, missing, etc. items: Rob confirmed his answer from a previous meeting to the question of whether patrons can make title-level requests if all attached items are lost, missing, etc. The answer is no, in that case title-level requests are not allowed.

Related question: If a bib record's only item record is suppressed, is the bib record automatically suppressed? Answer: No, but we should leave things as they are.

Maximum items warning: Robert asked if there could be a popup when a maximum number of DVD checkouts is exceeded. The answer is "No, but ...". The Patron Blocks table has a 'max items' field for each patron type, but that includes all Item Types, not just DVDs. However, there are four categories in Sierra (A, B, C, D) that we've never fully utilized and they would do what Robert asked. If we assign Item Types to a category (say Video, DVD, and Blu-ray to Category A) then we can set a 'max items out' value to that category in the Patron Blocks table. Each library would need to tell us the limits for each of their Patron Types, but first all libraries would have to agree on which Item Types are assigned to which categories.

Automatic renewals of patrons: We developed a procedure to extend patrons' expiration dates if their current expiration date is close and they've used the library recently. Some libraries would want this and others absolutely would not, since they want/need proof of local residency at least every three years. We'll discuss this more.

Courier: Several libraries reported the same strange occurrence: they received a bin with one soaking wet item in an otherwise dry bin. We'll let Anne and Deanna know.

Next meeting: Wednesday 10/3/2018 at 9:00 at UHLS.