

Circulation Advisory Council
February 6, 2019

Present: Philip Berardi (GUIL), Rob Carle (UHLS), Molly Davis (VOOR), Sue Hoadley (WSTR), Debbie LaRose (COLN), Marion Pierson (EGRN), Robert Sheedy (APL), Sylvia Taylor (BETH), Joe Thornton (UHLS), Virginia Wescott (TROY)

1. Review of minutes of the December meeting: Joe asked again if there were problems caused by the major *Sierra* upgrade to 4.1:
 - a. Sue said that the glitches we discussed in December aren't awful, and we can live with them.
 - b. Rob said that the 'View Canceled Holds' problem is "in engineering" at III.
 - c. The 'Email to patron' issue is being worked on by III.

2. "We were wondering how long items remain in the catalog as 'Billed and Paid' before being removed. [We have] been manually deleting older items." (Carol Melewski, via email)

After a brief discussion we agreed that this is up to the libraries, there's no system recommendation, and no common policy, even coincidental, among the libraries.

3. *Billed in Horizon*. How to handle: These are bills for items that were never checked out in *Sierra*, and the item records have notes that instruct staff to bill the patrons manually. A lot of these items will never come back and their bills will not be collected, so some staff are trying to clean up the records. We've had some problems (e.g. incorrect text) with the bill notices that are generated automatically when these items are marked 'lost,' and we haven't yet found a simple way to clean up the records. But UHLS will fix the text of the bill notice that's generated when loans don't go through the normal sequence of courtesy notices. The discussion continues.

4. APL's new Loan Rules: Some checkouts go straight to 'Billed' when overdue: When APL went fine-free for most items on 1/1/19, they also changed the Loan Rules for some items (e.g. new DVDs) to go straight to 'Billed' when overdue, i.e. no courtesy notices. Because bills are sent from items' owning libraries, a few libraries noticed that they were sending some bills much sooner than in the past and asked why. Our discussion at the meeting clarified things for them.

5. "Librarian staff here have plans to put up 3-4 more book displays on special ordered shelving. I think we need to make the decision as to whether we can have the display status ['g'] act as an available status. Now that Guilderland and Bethlehem are using selfcheck machines this is going to be preferable." (Phil)

Although he thought he had asked III before, Joe couldn't remember their answer, and frankly couldn't remember if he had asked the right question. He will submit another Helpdesk ticket to III immediately after the meeting.

6. *MyCard*: We had a brief discussion about the current state of the *MyCard* decision that's being weighed by the Directors Association.

Next meeting: Wednesday 3/6/2019 at 9:00 at UHLS.