

Circulation Advisory Council
April 3, 2019

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

We didn't have an agenda, but discussed:

MyCard: Phil said that the GUIL board approved the project and GUIL will issue MyCards.

RFID: GUIL will convert to RFID tags before their construction project begins in 2021. We discussed the advantages and disadvantages:

- For circulation (checkout and checkin) and inventory, RFID readers can scan more than one item at a time.
- With security cameras they can help with security if the cameras record thieves while the RFID scanners detect un-checked-out items going out the door.
- RFID tags are easier to remove from items than tattletape.

Circa: GUIL borrowed UHLS's Circa device (portable barcode scanner, mainly used for inventory) and bought four more for themselves. The UHLS device is available for all libraries to borrow.

Sierraweb: *Sierraweb* is the web interface to a lot of *Sierra* functions. We had recommended its use in the past for times when *Sierra* was down, but stopped recommending it when we learned that there was a limit of five simultaneous users. Recent *Sierra* upgrades have raised that limit to thirty, so libraries should consider using it when necessary. The URL is sierra.uhls.org/sierra/sierraweb. Login with your usual *Sierra* credentials.

Bill notices:

- Question: Can we add Due Date to bill notices? UHLS will check.
- Question: Can we add text to bill notices: "When you return the items the replacement charges will be removed, but you may still owe a fine." Joe will ask Directors and AAC if they approve.

Plastic bags: Phil asked if NYS is banning plastic bags, would UHLS purchase reusable bags for the libraries to use. They could have the UHLS logo, or corporate logos if we

asked for support from local businesses. Carol said that RCSC sells canvas bags for \$5.00.