

Circulation Advisory Council (online)
August 4, 2021

Present: Diane Bruins (GUIL), Rob Carle (UHLS), Kirsten Heller (RCSC), Carol Melewski (RCSC), Angel Ortega (APL), Kathy Stempel (BERN), Sylvia Taylor (BETH), Joe Thornton (UHLS), Virginia Wescott (TROY)

It was a very brief meeting, which I think is always a good sign that things are okay out there.

Discussion:

- Someone said (referring to *Capira*, I think) that scanners have trouble scanning the patron barcodes. Virginia said that turning the brightness up on the *Capira* device solves this problem.
- Re: self-checkout in *Capira*, Angel asked if libraries can opt in or out. Joe said yes, you can opt in or out whenever you want, although it may take a little time for *Capira* to make the change.
- Joe reminded the group that we will upgrade to *Sierra* and *Encore* version 5.3 on 9/7. Rob will provide training shortly after the upgrade.
- Kathy asked if there's any reason to keep old records that have a status of *Lost and Paid*. Virginia said that TROY's policy is to keep them for a while because their refund policy is sixty days. Sylvia said that suppressing the records in *Sierra* works to hide *Lost and Paid* items in *Encore*. Virginia pointed out that if they're suppressed and then returned, there's not a way to know that they're suppressed so staff can unsuppress them.
- Rob will offer more *Create Lists* training.
- Joe will email the libraries offering to suppress *Lost and Paid* items. Rob said he'll be able to find and unsuppress them if they become available (returned) again.
- GUIL will have a soft opening of their renovated library after Labor Day.
- Short meeting. All is well in Circland.