

**Circulation Advisory Council**  
**8/3/2022 (online)**  
**Minutes**

**Present:** Phil Berardi (GUIL), Rob Carle (UHLS), Pam Jacobson (SNLK), Sylvia Taylor (BETH), Joe Thornton (UHLS), Lauren Vincent (GUIL)

1. *... current item a, b, c, d. There are several libraries now with loanable hotspots and using one of these for hotspots would be beneficial at Guilderland. (Phil)*

These are 'Categories' in Sierra. We can assign Item Types and/or Location Codes to one of four Categories (A...D) and then place restrictions based on Patron Type in the Patron Blocks table. For example, GUIL could place their hotspots Location Code into Category B and then restrict to '1' the number of allowed simultaneous checkouts of their hotspots by GUIL or any other patrons.

We agreed to add GUIL's hotspots Location Code into a Category and restrict simultaneous checkouts to '1' for all Patron Types.

2. *... linked patron checkouts. Again an item that is possibly unique to Guilderland but the setting change is global. (Phil)*

Pam described a situation at SNLK:

- a. A patron (husband, say) says, "I'll bring it to my wife."
- b. Wife says later, "I never got it."
- c. So SNLK linked the Patron records

There's a global setting for "Display checkouts for linked patrons." According to Csdirect, "While you are viewing a linked patrons group in the Linked Patrons tab, you can view a list of the items currently checked out by each patron, as well as a list of all currently checked-out items for any combination of patrons in the linked patrons group."

3. *How do you manage the awful Loan Rule (0 days, \$1.00/day fine) that's applied when you override a blocked loan? (Joe)*

The general opinion is that this is not a big problem. Sylvia said that when a checkout is blocked, staff must investigate why. If they check the item out they

put a note in the record to waive any fines when the item is returned. Pam said that SNLK does the same and the staff explains the situation to the patron.