

Circulation Advisory Council
12/7/2022 (online)
Minutes

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

A short meeting with just a few attendees, always a sign that things are well in Circulation Land. Some discussion:

- *Delay hold shelf* function from the last *Sierra* update.
 - GUIL set up for a 4 hour delay, but it's not working.
 - “Tom from our IT dept tried to set it up. He could only apply a 4 hour delay with his IT log in. When we tested it, there was no delay with the email notifications.” (Lauren)
 - Can delay by Location Codes.
 - The function is in Admin->Parameters->Circulation->Time to Holdshelf
 - We would need to enter every Location Code.

- Phil Berardi had asked us at the end of last year to renew GUIL patrons and let them know. I think Rob already has this planned, but we'll do it at the end of this year, too.

- *Mark Damaged*: This is also a new feature in our last *Sierra* update. Lauren thinks it's great, but the bill says, “Item is lost.” Can we change the notice to read, “Item is lost or damaged?” We'll look into it.