Circulation Committee Meeting  
November 16, 2010

Sue Unger opened the meeting at 9:40 am. There were 23 M.A.I.N. libraries present:

Donna Nafie    BER  Marianna Iannacone  BU  Janet Skakum    CHA  
Gina Boettcher  CHS  Lynn Struebel    DEN  Irene O’Toole   FLO
Carolyn Antonaccio  HAR  Aida Courtney  LKH  Tammy Lee   MAD  
Jen Budd        MNB  Sandra Calderone  MON  Gisela Harpell  MCL
Ruth Bensley    MMT  Eva Mesicek    MTL  Eileen Tomarchio  MTL
Debbie Insetta  MT  Linda Vogel  RIV  Jean Licker   ROC
Sue Unger       ROX  Jane Gold   WTPL  Bernadette Eppich  WTPL
Darlene Darling WHA  Margie Berkenkamp  WHP

The minutes from the September 2010 meeting were approved. A change was made to the May 2010 minutes regarding the Pay Card item. The PAYCARD profile has been removed. Sue will make the change and email the updated minutes to the committee. The May 2010 minutes were approved as amended.

Planning Council/ ILS Meetings

• Gisela reviewed two reports that were recently run: REVIEWME and Mismatched Patrons. The REVIEWME location was generated when the switch was made to Sirsi from DRA. The status of items were to be changed or deleted. A month after this report was run the items were purged.

• The Mismatched patron report is run every six months producing a list of patrons whose barcode does not match their issuing library. Statistics are generated from the registering library NOT the barcode so it is very important that the circulation staff member registering the card makes sure the home library matches the patron card number. It was suggested that libraries have a specific person review all registrations to ensure they are entered correctly.
  o When issuing a Courtesy card libraries are reminded to change the profile to COURTESYXX (matching the number of issuing library), and to change the library from MCL to the issuing library even though a MCL number is used.

• A library has requested a circ-by-hour report to track how many items are checked out throughout the day. The Committee discussed how often this report should be run and if all libraries would be included or just the requesting library.
Circulation Matters

- The Mismatched Patron Report was further discussed. Patron records will appear on this report for the following reasons:
  - The barcode is 14 digits, starts with a “2” but the PROFILE is NOT MUF or any of the Open Borrowing profiles. This is a huge problem as many libraries are registering Open Borrowing patrons as “Adult”, thereby giving privileges they are not entitled to and a 3-year privilege renewal when it should be limited to 1-year.
  - The PROFILE is MUF or OB, but the barcode is NOT 14 digits, starting with a “2”. This is a problem with many 11051 patron barcodes. Many of the mismatches are coded as “MUF”. However, circulation statistics for these patrons will not be counted as Open Borrowing in the new Open Borrowing report, or the MUF report planned for 2011.
  - When the PROFILE is NETCONG but the library is NOT MCL or MTO.
  - When the PROFILE is TEMP, or BOONTONTWP or VICGARDENS or MINEHILL, but the Library is not MCL.
  - PAYCARD patrons present a particular problem as the PAYCARD profile has been removed. The committee discussed the need for libraries when registering a paycard patron to highlight this fact with additional information in the record. When registering a paycard to a patron from a qualifying town, the profile should be changed to reflect the town of registration and the expiration date.
- Gisela has asked that libraries with extra purple courtesy cards send them to MCL for libraries that are running low.
- Open Borrowing figures are no longer included in the Intra-Main Statistics report but issued in a unique Opening Borrowing report.
- The committee considered the issue raised by Planning Council on whether the consortium should alter the current limit on the number of checkouts that a patron may have from 200 to 75 or 100. After a lengthy discussion, the committee made a recommendation to Planning Council that the limit remain at 200.
- There was a lengthy discussion on the issue of privacy and implied consent as it relates to family members picking up each other’s Holds. Library practices vary widely in how this
issue is handled. Some libraries require written consent others do not. Some assume implied consent if the patron has his/her spouse’s library card.

- The Committee discussed meeting dates for next year and it was decided to keep the meetings on the third Tuesday of every other month. Gisela will confirm the dates and email them to the Committee after she types them up.

**Other**

- The committee discussed library card numbers that are scanned onto a smart phone device and felt that they should NOT be accepted without additional identification.

The meeting was closed at 10:45 am. Our next meeting is scheduled for January 18, 2011 at 9:30 am at MCL. 😊