MAIN Circulation Committee Meeting September 15, 2015

Meeting opened 9:33 am

Attendees:

Linda Vogel  Riverdale
Mary Sanders  Morris County Library
Linda Stockinger  Pequannock
Natalie Riggs  Dover
Colleen Hartman  Chester
Phillip Berg  M.A.I.N.
Loretto Dapiran  Parsippany
Marjorie Berkenkamp  Whippanong
Gisela Harpell  Harding
Darlene Darling  Wharton
Eva Mesicek  Mountain Lakes
Mary Jo Koehler  Mountain Lakes
Ralph Graham  Madison
Susannah Truitt  Mendham Twp.
Lynn Struebel  Denville
Heidi Peer  Morris County Library
Anne Ryan Dello Russo  Morristown/Morris Twp.
Clarissa Wagner  Longhill
Donna Costello  East Hanover
Bernadette Eppich  Washington
Debbie Insetta  Mt. Tabor
Janis Biron  Mendham Boro
Tanya Lenkow  Kinnelon
Janet Skakum  Chatham
Donna Nafie  Florham Park
Ann Babits  Bernards Township

MAIN

- **Purple Courtesy Cards:**  
  - purple courtesy cards now available from the MAIN office, Morris County Library is no longer supplying the cards  
  - contact Peg at 973-862-4606 for the cards  
  - send to Morris County Library the signed white registration card
for details on the purple courtesy cards, see the Circulation Policy Manual, Courtesy Card Procedure, andCourtesy Card Agreement in the Appendix

- **Expired Patron Purge**
  Patrons whose privileges expired more than three years ago; i.e., prior to September 15, 2012 have been deleted. After the patron purge, there remain 76 patron records with fees $\leq$ to $5 that could not be deleted, because there are hold / claim records attached. Expired Patrons with fees $>5$ were not deleted and remain in the system. See Annu Batra’s email of September 15, 2015, for more details.

**COMMITTEE MATTERS**

- **Recommended Maintenance List** is in progress
- **Requested Bindery Change** –
  o the Circulation Committee has not yet heard about their request to eliminate the circ status of “bindery”
  o if it is not possible to eliminate that circ status, the Committee requests that the circ status “bindery” be equivalent to “Unavailable”, i.e., non-holdable and shadowed in the PAC
  o the request will be considered at the next ILS Committee meeting
- **Holds on Missing-Lost-Claimed to include Unavailable and In-Repair** –
  o this report lists all titles that have holds, but the items attached to these titles have a status of Lost, Missing, Claimed Returned, Claimed Never Had, Unavailable, or In-Repair
  o a request will be presented to Annu Batra to change the Report to list by library patrons, not by library items
  o a request will be presented to Annu Batra to increase the frequency of the quarterly Report to monthly
- **Online Registration Deletion Parameters** – The current parameter for deleting PAC online registrations is “PACREG Registered more than 30 days ago and INACTIVE”; this deletion excludes patrons with activity dates, such as patrons who placed hold requests. The Circulation Committee recommends expanding the deletion to include PACREG registered more than 30 days, regardless of activity.

**CIRCULATION MATTERS - HOUSEKEEPING**

- **Intransit Report Parameter & Distribution** –
  o This report of MAIN Intransit and Transferred items more than 30 days is currently distributed to both MAIN Circulation and ILL email lists.
  o The option to list items intransit or transferred less than 30 days was discussed, and the Committee felt the 30 days is suitable.
  o If a library wants to change the parameters of this report to include items intransit or transferred less than 30 days, follow the example below:
    - Search by : Circ status date
• Directory of Libraries updated – Donna Nafie updated the list of MAIN libraries with hours and addresses; it will be available on the MAIN website under the Circulation Committee page of the M.A.I.N. website. The single sheet PDF with the MAIN Library Hours found in the Catalog under “Library Info”, “All Member Libraries” needs to be updated also.

• Madison Library Closings – Madison Library is closing on selective dates for asbestos remediation. An email was sent September 17 to library Directors with the dates. Their Holds can be picked-up off-site and ILL processing will continue while the library is closed.

CIRCULATION MATTERS – POLICY & PROCEDURE

• Netcong/Mt Olive paycard – for details, see Circulation Policy Manual, “Patron Registration Processing”, “Pay Service Between Specific Towns”

• Renewing expired patrons –
  o Expired library cards can be updated at any MAIN library with the proper ID; it is not necessary to send patrons to their home library.
  o Reminder – pay special attention when updating expiration dates to ensure that special cards, such as Courtesy cards and open borrowing cards, are set to expire in 1 year, not the 3 years of library registrations with the Patron Code : Paton. For details, see Circulation Policy Manual, “Patron Code Usage and Privileges List” in the Appendix.

• Courtesy Cards
  o Remind patrons with courtesy cards that the card is good at their home library only, and in some cases the Morris County Library. Walk-in privileges do not extend to all MAIN libraries. For details, see Circulation Policy Manual, “Patron Code Usage and Privileges List” in the Appendix.
Also, according to the MAIN Policy Manual, Patrons with a Courtesy Card may request materials through the patron online request system, but member libraries reserve the right to restrict the items that they will loan to other libraries’ courtesy card holders.

- **Patrons borrowing directly from other libraries** –
  - Patron or library should call ahead to make sure the item needed is found in the owning library and placed on hold.
  - Patron’s library card should be checked to make sure it is still in good standing before going to another library to borrow.

### CIRCULATION MATTERS – SYSTEM PROBLEMS

- **Receipt printers** – if experiencing a problem, check the following:
  - From your check-in or check-out screen, or any screen where a receipt is printed, select Tools from the menu bar
  - Select Options ... from the drop down menu
  - Check Printer :
  - Check Driver: [to make sure the correct receipt printer configuration is selected]

  ![Screenshot of Polaris interface with highlighted options](image)

  - Also, try logging off and back on to Polaris
  - Do not log in to the old Polaris
  - Keep Phil Berg at the MAIN office updated on problems/solutions
Overall, the printer receipt problem is not as frequent

MISCELLANEOUS

- **Statistics for inter-library items within Morris County** –
  - Select Utilities from the Polaris menu
  - Select Reports and Notices
  - Select Circulation
  - Select Circulation of Items by Assigned Branch
  - Select the time period
  - Select Submit

- **Bubble Bags** – Please return to owning libraries!

- **Polaris Offline** – if your library uses Polaris Offline during downtimes, it is necessary to update the patron file located on the workstation where the offline program is installed. It sometimes takes a noticeable period of time for the backup to be completed. Some libraries reported doing this daily while others have it done the backup weekly. For details on Polaris Offline, see *Polaris 4.1, “Polaris Offline Guide”*.

- **Guidelines for lending to other MAIN libraries** – MAIN Policy Manual, “Lending”, “Reciprocal Borrowing” says, “At the owning library’s discretion, to accommodate local demand for new items, new audio-visual materials may be kept non-holdable for three months. If a library patron requests an item from another library that has exceeded the non-holdable time limit, the patron’s home library may contact the owning library and request either that the item be modified to holdable, or that the owning library place a copy-level hold for the requesting patron”. For details, see *MAIN Policy Manual, “Lending”, “Reciprocal Borrowing”*

If your library wants to check the collection to make sure audio-visual materials over three months are holdable, do an item search,

- Search by : First available date
- Limit by : Collection [New Audiovisual, or whatever collection your library uses]
- Tab Branches – [select your library]
- Check the item records to make sure they are holdable
- Or, a record set can be created and a bulk change made

- **Stat code** – Gisela Harpell of Harding asked that libraries remember to fill in the Stat code on item records
• **Simply Reports** – for assistance with Simply Reports, go to the MAIN website, “Polaris”, “Polaris Reports”, “Simply Reports”. The November meeting will review some Simply Report tips.

• **MAIN Circulation Committee Meetings** – Darlene of Wharton and several members in attendance at the meeting emphasized the value of the meetings and exchanging information.

• **ILL Delivery** – Delivery issues continue to plague MAIN. A few pointers:
  o Tell patrons that the delivery time could be up to 2 weeks
  o Tell patrons that they can drive directly to a library owning the item and check-out from the owning library.
    ▪ Patron or library should call ahead to make sure the item needed is found in the owning library and placed on hold.
    ▪ Patron’s library card should be checked to make sure it is still in good standing before going to another library to borrow.
  o Contact Library Link New Jersey at 732-752-7720 to report problems with delivery or to request small or large shipping bags.

• **Linda Stockinger of Pequannock** will be out for a month with knee surgery. We wish Linda a speedy recovery. Best wishes!

**Minutes of the May 19, 2015, meeting** were accepted.
Next meeting, November 17, 2015, at Morris County Library.

Respectfully submitted,
Ann Babits
Bernards Township Library