

## **System Managers' Meetings February 10th, 2004**

**Processing Fees** – The list of processing fees that the cooperative has is outdated. Please let Kristen know by February 20<sup>th</sup> what processing fees, if any, you charge.

**Search Library List on iBistro** – Currently, iBistro shows all “libraries” on the system, including SLC and MiLE, on the drop down search list. SLC staff can change where iBistro pulls the list from, so that on-order, SLC and MiLE are not patron choices. This would also allow more flexibility in how library names are displayed.

It was agreed that everyone wanted this change, both for their patrons and for the generic gateway used by those not logged on.

**ISBNs in Brief Records** – Kristen asked that tech and cataloging staff be reminded to check the ISBN on the verso page as well as on the back cover, especially if they cannot find a record for the back cover ISBN in the system. Different bindings have different ISBNs, especially with juvenile library binding books. If you wish, you can add back cover ISBNs in the 020 tag. Otherwise, please send your ISBN additions to [slcstaff@libcoop.net](mailto:slcstaff@libcoop.net).

If you get holds on your hold lists for any user with a last name of McTesty, please send them. Kristen needs to look at those items to clean up multiple records resulting from new records being created because the back cover ISBN is different than the verso ISBN.

**Missing Pieces of Multipart Items** – The Standards and Procedures Committee approved the new policy on multipart items with missing pieces returned at a non-owning library. The new policy will go up on the instructions website (<http://www.libcoop.net/instructions.html>) soon.

Do not discharge items with missing pieces. Call the patron and ask for the missing piece. If the patron has not returned the missing piece after a week has passed, do not discharge or transit the item. Place a special pink band on it, fill out the form and send the item back to the owning library. Put a note in the patron's record.

Tammy said the new fee for the SLC non-resident card is \$200.

**New MiLE Library** – We now have a MiLE library. This means that if someone runs a requested MiLE item through check item status, it will come up with “send to MiLE” rather than “send to MCL.” At that point, the staff member should cancel the transit, and process the book. This should cut down on the number of books sent to Vicki or to MCL.

**E-mail Accounts** – We now have e-mail lists set up by SLC. If you give us a non-libcoop.net e-mail address for an SLCp e-mail list, and you have a libcoop.net e-mail address, we will delete your libcoop.net e-mail account.

**Reshelving Location** – Whether or not an item goes to a location of “reshelving” for a set period after discharge is set in the location policy. If you wish to use a temporary location of “reshelving,” SLC staff can set up new locations for you and move your collections.

**ILL Committee** – Part of the annual plan is to form a committee with the goal of convincing all libraries to loan all items to all public patrons. The first meeting will be Wednesday, March 3 at 9:30 am at MCL.

Tammy has not yet heard back from CHE, EPL, FRA, MCL or WPL about who their representative to this committee will be. Please remind your directors to let her know.

**Round Robin** – CHE said the MiLE feedback is not working. There were some problems, they should be resolved now.

TPL would like to know the legal implications of material in the patron note field.

CLL would like to know when SVA (the replacement for Talk To Me) is coming out. Tammy has been talking with our SIRSI customer service rep, who has promised to get back to us.

CLL cannot get the new search button to work in iBistro. This is on all of their computers. The go back button does work. SLC staff will investigate.

SBL was not pleased with the way the downtime was handled when we had to rebuild our indexes. iBistro would not have been usable even if the rebuild report had not been run until evening. SLC staff passed along estimated downtime from SIRSI.

CHE had problems during the downtime because the faxes from SLC did not specifically say that circ was up.

SHL is having problems with popups. Ken is the SLC popup expert. If you use the Google toolbar to block popups, it will also block Hyperion, since Hyperion uses popups to show images.

RSV would like the Standalone instructions updated. Lissa will expedite.

TPL would like their phone number to be part of the return address field on notices.

Tammy reminded everyone to process bounced e-mails. Chris is seeing a lot of the same e-mail addresses bouncing week after week. Do not backspace over the e-mail addresses. Use the blue asterisk or CTRL-D.

**Next Meeting** – 9:30 am, March 9th at MCL.