

## **System Managers' Meeting May 9, 2006**

**New Options for User Address Fields** – We can now make patron address fields mandatory or put default text in them. Unfortunately, we cannot do this by library, so any changes would affect everyone.

The general feeling was that neither of these would be helpful, although SHL suggested asking the Circulation Round Table what they thought.

TPL asked how long libraries keep patron registration forms. Most kept juvenile forms forever, and adult forms for periods ranging from minutes to forever.

**Policies on Refunds on Lost or Damaged Items** – The cooperative does not currently keep a list of library policies on refunds for lost or damaged items that are found or replaced. SBL has requested we keep such a list so they can give patrons accurate information.

SCS will take money from anyone, but requests that patrons who wish refunds call the owning library.

RSV said this would be just another thing to keep track of, and doubted that circ staff would refer to it.

Kristen will make up a list, and it will be posted on the instructions web page.

**Processing Fees Update** – Kristen handed out the current list of processing fees, and asked for corrections so she can update the document on the instructions web page.

**Filter putfile.com on BESS Filter** – MPL has seen juvenile patrons looking at nude photographs on their computers. CHE said they had talked with Tammy, who had said the MISD was not accepting requests. putfile.com is no longer accessible from MPL's computers.

**Holds Screen in iBistro** – Some patrons are confused by the options to suspend holds or expire holds in iBistro. We had decided to change the text at a previous meeting, but had not agreed on the verbiage.

Lissa will add 'Optional' after both selections. This will affect JWF and may pop up in places in JWF or iBistro that we did not anticipate. Please e-mail

[slcstaff@libcoop.net](mailto:slcstaff@libcoop.net) if something non-optimal happens.

**Call Number Format** – Elizabeth Ehrlich has requested that libraries consider using the author's complete last name in the call number field of all adult and juvenile fiction. This would allow for the recovery of records when there are overlay errors.

RSV does this, and it helps shelvees.

**MARC Holdings Options with Serials** – Kristen passed out an example of how MARC holdings records can be changed so that rather than dates displaying in iBistro, patrons see the number of years a library retains copies of a serial.

SCS asked how a patron could look for a specific issue or place a hold on a specific issue. If the patron looks further down the screen, they will see each item.

This would be a bit of a project for whoever handles serials in the libraries, but it would eliminate the need to delete 863 fields when year-end serials processing is done.

Kristen has been using standards from MLC, so the current year does not display in the text unless it is only the current year that is kept. For example, if the text is “retained 2 years”, this means that the current year and two complete previous years are retained.

Kristen will upload the instructions to the instructions web page.

**Sirsi Visit** – On May 18<sup>th</sup>, Berit Nelson, VP, Rick Branham and Kristina Fengl from Sirsi will be coming to SLC. In the morning, they will attend the Circulation Round Table between 9:30 and 11:30 at TPL. In the afternoon, between 1:30 and 4, they will be available to system managers and directors at SHL. Please come and/or send staff to express your concerns and give comment on Unicorn.

**Thank You** – to Ronna and HPW for hosting the meeting and giving us a tour.

**Round Robin** – WAM is still getting printed hold pick up notices. Kristen will investigate.

SBL asked what the status of joining InMICH was. Ill has not yet met their

contractual obligation to provide NCIP. Until they do, we would have to upload all our patron data to a server in Lansing, controlled by state IT technicians. We prefer to wait until NCIP works, in order to protect the privacy of our patrons.

MPL has noticed that the caps lock and drop down box issue is not consistent. She will create a list of which situations require caps lock to be on and which require it to be off to share with the rest of us.

SHL had problems with the last JWF update, but thought they were solved after following the first part of the instructions. They found their circ computers were not actually updated, and were still on the old client. When they followed the second part of the instructions, they were able to complete the upgrade.

If you wish to make sure you are at the correct JWF version, go to Help, About, and look at the bottom of the white box. You should see GL 3.0.1.365.6. If you do not, you can try File, Update Staff Client to force an upgrade. If that does not work, please call the computer room.

[Chris has put up the latest versions of JWF and java on a web page at <http://www.libcoop.net/chris.>]

MPL commented that the computer room staff on the morning of the upgrade had been very helpful.

UPL asked what would happen if staff said no to the upgrade. The computer would remain on the previous version.

ROG asked if anyone had Checkpoint systems, and if folks were happy with it. A few libraries do, and they said the service was good. He asked if Any had 3M systems, and if they were happy with them. The libraries that use 3M systems said the service was good.

RSV has been having intermittent issues with their receipt printers not printing paid bills. No matter what they do, one day they will print, another they won't.

CHE had one computer that acted like that. She completely removed JWF and reinstalled it, and it now works.

LWM requested confirmation that green slipped books get discharged. Yes, they do.

TPL asked if other libraries have issues with their available holds not being there. Yes. Some of this is staff error due to confusion over which wizard to use for what.

SCS said they noticed a huge clump of holds that became available the Friday that the last upgrade happened. Friday, they went into transit. Tuesday, they all became available. Thursday, they were put into transit again.

EPL has had trouble with JWF freezing when the help topics are loading.

UPL thanked Ken for the Star printer and form feed ASCII code fax yesterday.

**Next Meeting** – will be June 13, 2006 at 9:30 at MCL.

### **Attendees**

Minor	CHE
McGee	EPL
Price	EPL
Gillis	HPW
VanHevel	LWM
Goike	MPL
Blevins	ROG
Eick	RSV
Harvey	RSV
Burgeson	SBL
Woodford	SCS
Lasky	SHL
Horn	TPL
Doege	UPL
Urban	WPL