

System Managers' Meeting May 8, 2007

Circ Notes in Item Record – Circ Notes pop up when an item is checked out. At the request of one of our member libraries, please ask your technical services staff to put notes like “EBSCO purchase”, etc. in Staff Notes.

Labels for Delivery – SLC received a request to remind library staff to check the delivery label they put on items. Items are being mislabeled between similar library abbreviations, such as MCL, MPL and MTC.

MeL Bands or Stickers – We need to decide which we want to use to send items from our member libraries to other libraries in state. Kristen liked the removable stickers used by CMPL (she passed around an example from them) and other libraries in Michigan.

We are not sending A/V. For the purpose of sending materials, Innovative treats SLC libraries as one group and not all libraries wanted to send A/V materials. Items Types to be sent include Book, Large Print, Paperback, Book-J, and, because only one library use and will send, DVD21day (not DVD-21day). For the most part SLC libraries will be sending print - no magazines.

It was asked “If we don’t send A/V can we request A/V?” Kristen indicated that this has not been decided by MeLCat yet.

We will still need to include the Paging Slip with any items we send out.

SLC would like to buy removable stickers for member libraries. Motion made by Diane (SBL) to use stickers. Motion carried.

MeLCat – We do not have a “Go Live” date, yet. Once we do, we will not advertise to patrons right away. Staff will play with/use it first.

SLC had meeting with TLN and got instructions from a U.P. library cooperative regarding checking out items in two systems. At their libraries, whoever receives MeLCat items in delivery will check out the item to patron in DCB client when received and circ staff will only need to check-out item in SIRSI. We think that this is a good practice to use.

If you don’t need DCB Client on a computer don’t put it on. It is like Workflow’s Java Client in that it takes up space and will slow down the system. Kristen will let us know when DCB software should be installed on staff computers. Will she do training? May go individual libraries to do training, maybe after June. It was suggested that libraries bring real books to training.

SLC will send out information on adding Brief Records (Title only) for MeLCat items and they will run reports to delete these records once item had been returned in Sirsi. SLC will also send any hints along.

Cataloging - Currently Brief Records are in all caps and are overlaid. Our catalog will soon be seen by everyone in the state. Do we want to change the way we do Brief Records. Instead of

doing brief records, staff will send in list of OCLC numbers to Lauren? Will this create backlog? One library suggested making Smartport available to add records and not overlay. After some discussion it was decided to continue to do things as we do currently.

SLC runs report daily of all Marc-New records created the day before and another report of all Marc-New records that are worked on as time permits. Let SLC know when you see duplicate records in SIRSI. They will merge them but they can't be merged if an item is intransit or has a current location of HOLD. Lauren will merge these records when she can.

When creating Brief Records please include both the 13-digit and 10-digit ISBNs as separate 020 tags.

Round Robin

SLC – farewell party for Tammy Turgeon on Tuesday, May 22nd from 11:30am – 1:00pm. Bring your own lunch.

SCS – How do other libraries handle people using cards that are not in their name? In some cases the NOTES field only says son, wife, etc. without a name – please include name. TPL says Bloomfield Hills residents who purchase a TPL card can only have one card per family so all names are listed in the NOTES field. Some libraries said that name must be in record and must show ID if not home library. Should this issue go to Standards & Procedures Committee – yes.

Please remind staff that, when dealing with patrons who have been sent to a collection agency, all monies must go to owning library; not just collection fees.

Should each library have a mail slot at SLC location? After some discussion, system managers decided not to do this.

FRA – Spring Fling is May 19th @ 11:00am – will have a baby camel.

WPL – second router was installed but still has problems with system going down. They had to re-login to Workflows on one computer 22 times in one day.

CLL – have problem with books on their shelves not being checked-in. It was suggested that if they turn off the beep on their scanner; this will force staff to look a screen to see if operation was completed. Also, there is a Property Setting that will allow only one window in Workflows to be open at a time. At one WPL branch they check-in books twice.

CHE – NOTES field in patron record for current issues and COMMENTS field for history. Only NOTES pop-up at check-out.

Can we get both to and from intransit reports sent to us? Currently libraries receive report showing only items coming to them intransit. Yes – Kristen will have both reports sent.

Mileage vote today.

RSV – regarding ILL fines – is there a standard? No. WPL charges \$1.00/day.

How about with MeLCat? After some discussion between 25¢ or \$1.00 per day it was decided to start with 25¢ per day and re-evaluate in six months.

TPL- their Friends group is funding a special collection of items for children with special needs, in particular autism. They will send notice out when collection becomes available and it will be holdable.

New director; Cathy Russ, will start June 4th.

ROG – please ask staff to only band same size items together for delivery.

Circ Roundtable – next meeting Tuesday, May 15th at 9:30am, at TPL.

Next Meeting - Tuesday, June 12th at 9:30am, at SLC.

Attendees

Smith	ARM
Kirsten	CHE
Minor	CHE
Bernieri	CLL
Price	EPL
Cousineau	FRA
Gillis	HPW
Couck	LEN
Murawski	LWM
Casamer	MCL
Erlich	MCL
Goike	MPL
Blevins	ROG
Swanwick	ROG
Harvey	RSV
Burgeson	SBL
Woodford	SCS
Les	SHL
Horn	TPL
McQuaid	TPL
Urban	WPL
Valyi-Hax	SLC