

V-Cat Cooperative Circulation Committee Meeting Notes

Friday, August 12, 2022 – 10:00 am to 12:00 pm

Members Present: T. Blomberg (Rib Lake), J. Jochimson* (Abbotsford), V. Roberts* (Rhineland), M. Pregler* (Antigo), L. Renel-Faledas* (Crandon), H. O'Hare* (Tomahawk). Attendees marked with a * attended online.

Others Present: O. Carlson (MCPL) for K. Roesler (MCPL)

Members Absent: None.

The meeting was called to order at 10:02 a.m. by Meeting Facilitator Laurie Renel-Faledas

Approval of Agenda

Moved: J. Jochimson Seconded: T. Blomberg. Motion carried.

Item Status Clean Up

The Committee discussed the results of the item status survey and the similarity of some statuses.

T. Blomberg moved to recommend that K. Zimmermann bring a recommendation to the V-Cat Council to combine statuses related to cleaning / mending after gathering additional info. Seconded: M. Pregler. Motion carried.

Conversion of juvenile patron records to adult – survey results and discussion

O. Carlson and H. O'Hare shared about MCPL and Tomahawk policies to require a new signed application on the patron's 18th birthday. It was noted that the burden of proof is on the library and a signed application is required if there is a legal challenge to the library's attempts to collect fines/fees. M. Pregler shared about the Antigo process for updating paper patron applications. It was noted that library cards are considered a contract, and records may need to be kept longer than 7 years.

There was some discussion of Wisconsin statute 43.30 regarding privacy for 16 and 17-year-old patrons. Questions to be clarified: 1) Is identification required? Can a school ID be used if the teen does not have a drivers' license? 2) How is address verified? 3) Can they be held legally responsible for fines?

Patron records - standardized library card application discussion of necessary fields

There was some discussion of how parent / guardian fields are used and guidelines for institutional cards.

It was suggested that libraries consider adding full middle name instead of just middle initial.

J. Jochimson and H. O'Hare agreed to prepare a mock-up of a standard library card application for the October meeting. M. Pregler indicated that they had a staff person who could help with a Spanish translation. O. Carlson agreed to look into Hmong translation possibilities.

It was suggested that previous name be used instead of maiden name.

It was noted that libraries using a collection agency or partnering with the local police department may need to have legal name in patron records. K. Zimmermann agreed to gather information about preferred name / legal name options in Sierra.

There was some discussion about the need for a list of acceptable forms of ID and whether the list should be supplemental or included on the application itself.

The committee discussed whether the Pin Number would be noted on the applications.

Processing fees update

K. Zimmermann agreed to verify the list of libraries processing fees and send out to all V-Cat libraries.

Automatic OverDrive patron record merge update

K. Zimmermann recommended that this process be completed in January 2023 as there is a potential for statistics information to be altered.

Standardized checkout periods - high demand juvenile items

Very few libraries participated in the survey. K. Zimmermann will send the survey out again and the Committee will discuss at the next meeting.

Create list templates update and discussion. K. Zimmermann will reach out to libraries and ask that unused saved queries be deleted from Sierra Create Lists. M. Pregler is working with K. Zimmermann to create updated queries for all libraries to use.

The committee ran out of time to discuss other topics.

The next meeting date is set for Friday, October 14th.

J. Jochimson moved to adjourn. M. Pregler seconded. Motion carried.

Meeting adjourned at 12:01 p.m.

Recorded by K. Zimmermann.