

## **V-Cat Cooperative Circulation Committee Meeting Notes**

Members Present: J. Jochimsen\* (Abbotsford), V. Roberts\* (Rhineland), M. Pregler\* (Antigo), L. Renel-Faledas\* (Crandon), H. O'Hare\* (Tomahawk). Attendees marked with a \* attended online.

Others Present: E. Marzahn\* (Merrill), M. Handel\* (Medford) Attendees marked with a \* attended online.

Members Absent: O. Carlson (MCPL) K. Roesler (MCPL), T. Blomberg (Rib Lake)

The meeting was called to order at 10:05 by Committee Chair and Meeting Facilitator:  
Laurie Renel-Faledas

### **Approval of Agenda**

Moved: V. Roberts. Seconded: J. Jochimsen. Motion Carried.

### **Item status clean up**

K. Zimmermann reported that the item status changes passed by V-Cat Council in September would be completed by the end of October.

The committee discussed the difference between marking checked out items lost in a patron's account, and the status of lost. It was noted that marking checked out items as lost in a patron's account automatically updates the status to 'billed' The 'lost' status is not related to the marking checked out items as lost workflow. Some libraries are using 'lost' as a status for items that have been missing for a long time. The status of 'lost' can be confusing. It may be possible to remove it from Sierra.

Sierra 5.5 and 5.6 will have a new workflow for marking checked out items damaged that is similar to the marking checked out items as lost. The Committee will continue the discussion about 'lost' status when more is known about Sierra 5.5 and 5.6.

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

The committee discussed possible recommendations for juvenile patron records and conversion of patrons from juvenile to adult.

It is helpful to use an annual expiration date.

- From a legal standpoint it is recommended that people sign a new library card application when they turn 18.
- It is recommended that people provide proof of ID when renewing a library card/filling out a new library card application when they turn 18. Student IDs could be allowed for identification purposes.
- It is recommended that libraries check the address information is correct, but do not need to verify address if the card is being renewed/converted to an adult card. (One alternative is to mail a postcard to prove residency and ask the patron to return with the postcard.)
- It is recommended that overdue fines be forgiven up to a maximum amount, yet to be determined. It was noted that IFLS has a cap of \$150, Antigo has a cap of \$100 and Rhineland has a cap of \$125.

- It is recommended that waiving fees for lost/damaged materials be done at the discretion of the patron's library, and that libraries only waive fees for lost/damaged materials on items their library owns. It would be acceptable to reach out to the owning library to request a courtesy waive in some circumstances.

The committee agreed to wait to bring these possible recommendations to V-Cat Council along with other recommendations for patron accounts in the future.

The committee discussed transferring fines from juvenile accounts to the responsible parent/guardian.

- It is recommended that both the child and adult have cards.
- It is recommended that the child and the adult patron records are linked in Sierra.
- Linked records should be unlinked when the child becomes an adult.
- Information about transferring fines should be included on the juvenile library card application form.
- If patrons change libraries within V-Cat, libraries who practice fine transferring should require a that a new library card application be filled out and signed.

#### **Patron records - standardized library card application draft**

H. O'Hare and J. Jochimsen presented a draft library card application.

The committee discussed the need for multiple address fields, and naming convention. The committee discussed the need for multiple name fields including former name(s) and preferred name.

O'Hare and Jochimsen will present a revised draft library card application for the committee to discuss at the December committee meeting.

#### **Standardized checkout period – high demand juvenile items**

K. Zimmermann shared the results of the juvenile and YA high demand survey. Survey results did not show a clear consensus for changing juvenile high demand books to circulate for 21 days.

Additional statistics about holds on new juvenile books and items possibly held back from filling holds at the single concerned library were not available due to reduced staff at WVLS.

K. Zimmermann asked the committee to decide what steps they would like to take next.

M. Handel stated that her library is not happy with the current recommendation and asked questions about the survey and the existing recommendation.

M. Handel asked why Young Adult was included in the survey, and why allowing both 21 days and 15 days isn't possible for high demand items. K. Zimmermann explained that the recommendation is intended to provide equitable experience for folks living in the V-Cat service area regardless of which library they visit.

M. Handel noted that if some libraries aren't using high demand for juvenile items that the experience isn't the same at all libraries. K. Zimmermann noted that that choice not to use high demand serves patrons at all V-Cat libraries by making the materials available to all patrons at all libraries right away. Libraries that do not set new items to high demand are offering a value-added service to everyone.

J. Jochimsen stated that the recommendation has been helpful to the Abbotsford library and to library patrons.

The committee was not ready to take any action and will revisit this agenda item at the December meeting and will place it earlier on the agenda.

#### **Create list templates update and discussion**

K. Zimmermann shared a list of existing and proposed Sierra Create Lists Saved Searches for libraries to run their own reports. Eventually a tutorial could be created for each Saved Search.

#### **V-Cat High Demand Recommendation review**

The committee ran out of time to review the V-Cat High Demand Recommendation and agreed to place it earlier on the December meeting agenda along with standardized checkout period for high demand juvenile items.

#### **Print/Email Notices Templates review**

K. Zimmermann noted that concerns were raised about the amount of personal information that exists in emailed circulation notices. Committee members indicated that legally for billing purposes the full legal name and full address needs to be included on the notice. K. Zimmermann agreed to investigate options for email and print notices and bring more information to the committee.

K. Zimmermann did not have anything additional to report to the committee.

#### **Request for future agenda items**

The committee identified the following items for the next meeting:

Standardized checkout period – high demand juvenile items

V-Cat High Demand Recommendation review

Patron records - standardized library card application draft

Print/Email Notices Templates review

Other items as time allows:

- Patron record purge
- High demand procedure
- Fines standardization
- Checkout limits standardization

#### **Set next meeting date**

The committee will meet again on Friday, December 9, 2022.

#### **Adjournment**

Moved: M. Pregler. Seconded: V. Roberts. Motion carried.