

V-Cat Cooperative Circulation Committee Report – November 2022

Meeting October 14, 2022

Topics discussed:

- Item status clean up—these changes passed by V-Cat council in September were completed in October by K. Zimmermann.
- Working on an updated draft for patron records-standardized library card application.
- Lost status—marking checked out items lost in a patron’s account versus the status of lost. It may be possible to remove ‘lost’ from Sierra, to avoid the status, as it can be confusing.
- Sierra 5.5 and 5.6 will have a new workflow and the Committee will continue the discussion about ‘lost’ when we know more about Sierra 5.5 and 5.6.
- Conversion of juvenile patron records to adult—survey results and discussion.
 - *Helpful/Use of an annual expiration date
 - ***Recommendations:** The committee agreed to bring these possible recommendations to V-Cat Council with others for patron accounts in the future.
 - ✓ New library card at age 18
 - ✓ Proof of ID when renewing (Student ID allowed)
 - ✓ Update address info with patron to your library standards/library choice
 - ✓ Overdue fines forgiven up to a max amount, yet to be determined.
 - ✓ Waiving fees for lost/damaged materials at the discretion of the patron’s library and waive fees on items only their library owns. Reach out to the owning library to request a courtesy waive in some circumstances.
 - ***Discussion** of transfer of fines from juvenile accounts to the responsible parent/guardian:
 - ✓ Both child and adult have cards
 - ✓ Both child and adult patron records are linked in Sierra/unlinked when child becomes an adult
 - ✓ Transferring fine information should be included on the juvenile library card application form
 - ✓ Change of library for patron within V-Cat—New library card application to be filled out and signed
- Patron Records—Standardized library card application draft presented with a need for multiple address and name fields, including former name(s), and preferred name. Will be revised.
- Standardized checkout period—high demand juvenile items – the Juvenile and YA high demand survey results were shared by K. Zimmermann. This will be revisited by the committee in December.
- Create list templates – A list of current and proposed saved queries was shared.
- V-Cat High Demand Recommendation review will be placed on the December meeting agenda.
- Print/Email Notices Templates review—K. Zimmermann will investigate options for email and print notices, and bring more information to the committee.

- Future agenda items:
 - ✓ 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 per time:
 - Patron record purge
 - High demand procedure
 - Fines standardization
 - Checkout limits standardization

- Next meeting: Friday, December 9, 2022.

Report submitted by Laurie Renel-Faledas 11/7/2022