

V-Cat Cooperative Circulation Committee Meeting Notes

Friday, December 9, 2022 - 10:00 am - 12:00 noon

The meeting was called to order at 10:03 by Meeting Facilitator Laurie Renel-Faledas

Members Present: J. Jochimson* (Abbotsford), V. Roberts* (Rhinelander), L. Renel-Faledas* (Crandon), H. O'Hare* (Tomahawk). K. Roesler, K. Zimmermann (WVLS) Attendees marked with a * attended online.

Others Present: E. Marzahn (Merrill)

Members Absent: T. Blomberg (Rib Lake), M. Pregler* (Antigo), O. Carlson (MCPL)

Approval of Agenda

K. Roesler moved to approve the agenda. H. O'Hare seconded. Motion carried.

Standardized checkout period – discussion of high demand juvenile items

Committee members noted the amount of work that went into the current recommendations. It was suggested that the recommendations have not been in place long enough to make adjustments, and that the goal is to put standards in place to move forward as a consortium together.

K. Roesler moved to keep the current standard checkout periods in place. H. O'Hare seconded. Motion carried.

V-Cat High Demand Recommendation review

The committee discussed the current [V-Cat Recommendation for High Demand Items](#). The four month high demand period and the threshold for purchasing additional copies were considered for review. It was clarified that the recommendation allows libraries to set high demand item types on any items that are new to a particular library regardless of publication date. Libraries may leave items set to high demand item types past four months if local patrons are still on the holds list for the item.

It was noted that there is a distinction between new and high demand. Some libraries use a combination of high demand and new item types to allow items to stay on a "new" shelf longer, and still follow the V-Cat guideline. A batch change to the item type allows staff to make the update off of high demand to new item types without having the items in hand. Items are moved from the new shelves at a later date by updating the item type and removing any new or 14 day stickers from the items. K. Zimmermann asked if V-Cat libraries might be open to WVLS assisting with a batch process to update item types. Tomahawk and Abbotsford agreed to test this model with 4 months set to high demand item types followed by two months set to new item types in the coming months.

The committee discussed the guideline to purchase a first or additional copy when there are five patrons on the hold list for a title. Concern arose about the reports from WVLS. It was noted that the reports include holds for all libraries and are intended as an advisory tool for collection development, but could have been misunderstood. K. Zimmermann agreed to reconsider the usefulness of this report and how to better communicate information about high holds with libraries. The committee suggested that a review of the recommendation be presented at the next V-Cat Council meeting and chose not to make any changes to the V-Cat Recommendation for High Demand Items.

Patron records - standardized library card application draft - discussion

The committee discussed the most recent application draft. Information gathered from libraries shows that most libraries use a single all-in-one application for juvenile and adult library cards, with a few using separate applications for juvenile and adult cards. There was considerable discussion regarding

multiple aspects of the form. Changes will be made based on suggestions and the committee will review the draft again at the next meeting.

The committee ran out of time and chose to address the following agenda items at a future meeting:

- Create lists templates update and discussion – 5 minutes

- Print/Email Notices Templates review – 15 minutes

- Other items as time allows:

 - Patron record purge

 - High demand procedure

 - Fines standardization

 - Checkout limits standardization

Report from ILS Administrator

K. Zimmermann encouraged committee members to participate in ILS demonstrations and surveys.

Request for future agenda items

No new items were submitted.

Set next meeting date

The next V-Cat Cooperative Circulation Committee meeting will be on Friday, March 10, 2023.

Adjournment

H. O'Hare moved to adjourn. J. Jochimsen seconded. Motion carried.

Recorded by K. Roesler and K. Zimmermann