V-Cat Cooperative Circulation Committee Report

Friday, March 10, 2023 | Next Meeting TBD

Agenda Items Discussed:

Patron Records – Standardized library card application draft is still in the works. Particular, customizable, and optional fields were discussed, like how to phase alternate address lines, notifications, and areas such as WI Statute 43.30 1(m), parental awareness of internet, signatures (parent/guardian(s)) and what identification should be requested, where legal counsel may be needed.

Damaged and Missing Pieces Recommendation

- The committee will continue to test the flowchart.
- Billable Noted Missing Pieces Form: add "Last Check out Location" to the under patron number is recommended.
- How to handle damaged items coming back to check out location – whether or not to check in using the DO NOT FULFILL HOLDS option and whether or not to change the item status.
- and work out the kinks until the next meeting.
- K. Zimmermann reminded the committee that the Checkout Library adds a "Manual Charge" for damaged items when another library owns the item.

Item Level Holds K. Zimmermann shared information about item level holds. If staff overrides item level holds, Sierra does NOT respect loan rules. So…DO NOT OVERRIDE. BIB Level Hold overrides will not cause problems, Item Level holds will.

- Language in the recommendations be clarified regarding holds on high demand items:
  *Once a library's item has been classified as high demand, another library will NOT override **a "not holdable by patron" block** on that library's high demand.*

Future items

- Continuing work on Patron records / library card applications – in progress
- Flowchart for noted damage
- Consider standards for the patron blocks table so that the checkout limit for a number of items of a particular format is the same for all libraries. It was noted that currently patrons are limited to 100 items at one time.

Report submitted by Virginia Roberts 3/29/23