

V-Cat Cooperative Circulation Committee Meeting Notes

Friday, June 2, 2023 - 10:00 am - 12:00 noon

1 CALL TO ORDER

The meeting was called to order by co-chair Jenny Jochimsen at 10:04

2. ROLL CALL

Present: T. Blomberg; A. Demlow; E. Marzahn; O. Carlson; J. Jochimsen (co-chair); V. Roberts (co-chair /rec.); K. Zimmermann

Absent: Laurie Renel-Faledas; Kitty Roesler

Others present: None.

3. APPROVAL OF AGENDA

Motion to approve: A. Demlow. Seconded by V. Roberts. Motion carried.

4. PATRON RECORDS

K. Zimmermann shared updated library card application draft and notes from conversations with legal counsel. See meeting documents for details.

A question was asked about circulation statistics based on pcode4 in patron records. Does changing the pcode4 to reflect patron's location retroactively change if the patron moves mid-year? Answer: No. Information is captured at the time of circulation—which is why it is important records are correct. Library staff can verify residency information with county tax records or myVote.org by searching by patron's address.

Questions and discussion arose about disclosure of record information and 16/17 year olds. How is full library record different? It was noted that full records include current checkouts. It is possible with the current ILS setup that courtesy notices could technically still go to parents. With our current understanding of this, if 16/17 yo wish to be really private, they could have nothing held, nothing late—and would have to return all materials ahead of time—courtesy notices go out 3 days before due. To prevent pre-overdue courtesy notices, patrons could remove the email address from their account. Can borrowing history be retrieved? Borrowing history is not preserved unless a patron or their parent turned on the function in Aspen. It was noted that linking is not enabled in Aspen, and that it may be helpful to offer 16 and 17 year old patrons the opportunity to change their pin number to something other than their phone number. K. Zimmermann will seek legal counsel clarification on information disclosure to parent/guardian

K. Zimmermann will follow up with legal counsel on the following questions:

- If libraries would like to scan paper library card applications to retain them, instead of saving paper copies, is a disclosure required?
- We would like clarification about whether information about titles placed on hold/ready for pick up at the library can be shared with parents/guardians of 16 and 17 year olds. There is a feeling among our library staff that this is different than information about titles where fines and fees are involved.

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- Is the disclosure about the ability to request library records of child/ward under 16 necessary? Could it be dropped?
- What are the requirements for notifying the Wisconsin Historical Society when patron records are purged? What email address should be used for this notification?

5. MARK DAMAGED ITEMS

K Zimmermann presented information about the functionality of Mark Lost Items, Mark Damage Items and related workflows.

Challenges with the new Mark Damaged Items workflow were reviewed. K. Zimmermann will work with Olivia Bowles at MCPL and Evan Marzahn at T. B. Scott to determine the best path forward for managing damaged items.

6. DAMAGED AND MISSING PIECES RECOMMENDATION

It was noted that depending on the Mark Damaged Items functionality the Damaged and Missing Pieces workflow may need to change. Committee members were asked to keep testing the flowchart in the meantime. It was noted that there needs to be clarification regarding manual charges and charge location. The possibility of discontinuing billing for damaged materials similar to how billed items are handled was raised. It was also suggested that the committee consult the current IFLS practices for handling damaged materials. This will be discussed again after the Mark Damaged Items functionality and workflows are resolved.

7. EXTENDED CHECKOUT PERIODS

V. Roberts volunteered to begin drafting a survey to collect information from member libraries about practices for extended checkouts for special patron groups such as homebound, teachers, and book clubs.

8. OTHER ITEMS AS TIME ALLOWS

There was not time to address the following at this meeting:

- a. Consider standards for the patron blocks table—limit number of items by type
- b. Consider home pickup loan rules and high demand item types

9. REQUEST FOR FUTURE AGENDA ITEMS

Extended Checkout Periods

Other items as time allows

- a. Consider standards for the patron blocks table—limit number of items by type
- b. Consider home pickup loan rules and high demand item types

10: NEXT MEETING

Friday, July 14 at 10:00 am.

11: MOTION TO ADJOURN

Motion to adjourn: J. Jochimsen. Seconded by O. Carlson. Motion carried. Adjourned at 12:09

Recorded by V. Roberts and K. Zimmermann