

# V-Cat Cooperative Circulation Meeting Notes

Friday, July 14, 2023 10:00 am

## 1. CALL TO ORDER

The meeting was called to order at 10:08 am by committee co-chair V. Roberts.

## 2. ROLL CALL

Present: V. Roberts (Rhineland) L. Renel-Faledas (Crandon), K. Roesler (MCPL), K. Zimmermann (WVLS), E. Marzahn (Merrill) A. Demlow (Antigo)(joining late)

Absent: T. Blomberg (Rib Lake)

Visitors: H. O'Hare (Tomahawk)

## 3. APPROVAL OF AGENDA

K. Roesler moved to accept the agenda. V. Roberts seconded. Motion approved.

## 4. PATRON RECORDS

The committee reviewed the most recent standardized library card application draft and notes from legal counsel. The following changes were suggested:

- -Add "email" to contact disclosures in the application
- -Top right corner information was updated because of duplication, spacing, and placed the disclaimers section.
- -Font size was discussed. H. O'Hare will send a fully large type application for Katie Z to share.
- -Questions about internet use permissions and filtering arose based on varying practices and abilities to enforce at libraries. Some libraries have blocks on cards for internet use, some offer filtered internet, others are 100% unfiltered, some don't offer any blocks on internet use.
- -K. Zimmermann will check with legal counsel on placement of the WI Statute 43.30 information.

More changes are needed. An updated draft will be reviewed at the next committee meeting.

## 5. MARK DAMAGED ITEMS

The committee discussed the "Marked Damaged & Add Bill" button and options, and discussion continued combined with the next agenda item.

## 6. DAMAGED AND MISSING PIECES RECOMMENDATION AND FLOWCHART

The following options were discussed:

- Move forward with no procedure changes – make necessary edits to recommendation for clarification and present flow chart.
- Drop invoicing libraries for damaged materials, keep other procedures the same – update flow chart accordingly to reimburse owning libraries when patrons pay for damaged materials.

- Add use of Mark Damaged and Bill, pause to complete setup and maintenance – update recommendation and flow chart accordingly
- Add use of Mark Damaged and Bill, pause to complete setup and maintenance And Drop invoicing libraries for damaged materials – update recommendation and flow chart accordingly

It was determined that the best course of action would be to Move forward with no procedure changes – make necessary edits to recommendation for clarification and present flow chart.

It was suggested that the committee develop a guide for billable / non billable damage. It was also suggested that photographic evidence of damage could be used when invoicing libraries for damaged materials.

During the discussion K. Zimmermann referenced Damage & Missing procedures from IFLS + NWLS and agreed to send out links or documents to the committee.

## **7. EXTENDED CHECKOUT PERIODS**

A draft survey document was reviewed, concerning length of time items are circulated and special groups of patrons including educators, temporary and short-term borrowers, homebound, out of area borrowers etc.

The survey was adjusted and will be sent out to V-Cat libraries to gather information for a future meeting.

## **8. OTHER ITEMS AS TIME ALLOWS**

There was not sufficient time to address additional topics.

## **9. FUTURE AGENDA ITEMS**

The following future agenda items were identified:

- Return to library card application
- Missing/damaged items

## **10. SET NEXT MEETING DATE**

The next meeting is scheduled for Friday, August 11, 2023 10:00 am - 12:00 pm.

## **11. ADJOURNMENT**

The meeting was Adjourned at 12:05 pm

Recorded by K. Roesler and K. Zimmerman