

# V-Cat Cooperative Circulation Report

Friday, May 10, 2024 10:00 am

## EXTENDED CHECKOUT PERIODS SURVEY

Overview: Checkout periods are being reviewed by the Cooperative Circulation Committee with the goal of establishing common practice amongst Vcat libraries. A survey was sent out to member libraries regarding individual library's extended checkout practices. Survey results varied across member libraries. The Committee's consensus amongst Teacher, Institutions, and Staff Cards was that no total length of check-out of another library's material should exceed a 9-week checkout period. Within this 9-week standard, Libraries can choose their initial length of check-out and length of renewal periods. It should be noted that if a check-out period is manually extended at first check-out, renewal lengths will remain to that library's set standard, possibly resulting in a check-out period that exceeds 9-weeks. Also note, extension after the check-out process is completed will count as a patron's first renewal. It was decided that as the practice of receiving fines differ across libraries, fines relating to extended checkout periods would not be part of the meetings discussion and be left to libraries to determine.

Notes re

- Teacher/Educators
  - Libraries should be mindful when using other libraries' materials to fulfill requests that could result in extended check-out lengths.
- Institutions
  - Further discussion needs to take place to determine what defines an Institution. Some libraries assign this type to Homebound patrons. A draft of an application for Institutions will be a future consideration of the committee.
- Staff Cards
  - Further discussion needs to take place to determine if a "Staff" Library use card should have different lone rules compared to a "Staff" patron card.
- Short Term / Temporary
  - Further discussion needs to take place to determine if temporary cards should be set up with a shorter length of time before expiration dates.
  - It was clarified that out-of-state patrons are not to be allowed access to Libby/Overdrive. Patron code 4 could be used to set-up an automatic block.
  - Survey results showed that most patrons are assigned temporary status due to limited residency in a library's area or the library that made the card is awaiting ID/Address verification. These risk factors could adversely affect likelihood of material return. Current billing practices should be considered when looking at lone rules regarding Temporary Patron Cards, especially in allowing a temporary card holder to check-out materials from other libraries through ILL and the number of items checked-out. The current billing recommendation is that libraries not bill member libraries for billed library materials checked-out at another library until the billed library material has been paid for by the patron.
- Other
  - Cards set-up through school class visits need to be discussed.
  - If a library wishes to have their lone rules adjusted this needs to be completed by WVLS staff.

## CONSIDER STANDARDS FOR THE PATRON BLOCKS TABLE – LIMIT NUMBER OF ITEMS BY ITEM TYPE SURVEY

Overview: Many libraries did not fill out the survey portion on patron blocks, believed to be overlooked by those libraries due to its location as a secondary tab. Also, Marathon County Library has made recent changes that would affect current survey results. A new survey will be sent out to member libraries.

**OTHER ITEMS AS TIME ALLOWS:**

- High Demand Holds- no discussion
- Procedure for items lost in transit – no discussion
- Handling Items that are Damaged
  - The system is in the process of creating a training video that will demonstrate best practice for handling different damaged materials.
  - Clarification was requested on billing procedure for home library vs check-out library on which library creates the bill on a damaged item. Confusion has been happening, especially in cases where the return library is not either the home library or the check-out library. This item will be discussed at a future meeting.

**FUTURE AGENDA ITEMS:**

- Billing
- Overdue fines/Fines at fine free libraries
- Patron Blocks Table

**NEXT MEETING DATE** - July 12, 2024 10:00 am - 12:00 pm.