

V-Cat Cooperative Circulation Report

Friday, October 11, 2024 10:00 am – 12:00 pm

Guidelines for Book Clubs—discussion and possible action

Recommendation includes title selection, placing holds Requested books may need checking on the days before needed.

- Items should not be checked out to book clubs and then checked out to patrons. Proper procedure is to place on hold for a book club and then checked out to the patron. Item Level Holds are not recommended.
- Items due date may be extended to the date of the club meeting and a day—but checkout and renewals should not exceed 72 days. Renewals are possible as long as there are no holds.
- If a bib-level hold has a “not wanted before date” best to call owning library in the week before needed if items have not arrived.
- Once an item is on the hold shelf or in transit—a note cannot be added.

Guidelines for Teacher/Institutional application—discussion and possible action

Recommendation includes checkout time and renewal added align with book clubs, up to 72 days

- Require yearly update if organization is responsible for lost/damaged materials and fees.
- Patron must have a regular card and a Teacher/Institutional card—may wish to ask for proof of need of Teacher/Institutional card at time of renewal
- Institution form provided by library
- List of Authorized users to be updated annually—nothing about requiring ID, but up to the library

Standard Teacher/Institutional Application

- Different than standard application.
- Extra statement—just for Teacher/Institutional checkouts, not for personal use
- Teacher/Principal signatures, may also provide letter for school/ institution to cover loss/damages
- Teacher must have a regular library card.

Other items discussed:

Guidelines for Short Term/Temporary Applications—discussion and possible action

Non-Wisconsin residents. 108 currently have cards in the entire system. If they are issued a card at one library, they cannot be blocked from using self-checkout at another library. They may be limited in requesting holds and by contract should not be using WPLC or e-database materials.

- Libraries lending to patrons from out of state with no ties (property or residence) in the state are taking a risk tracking materials. Individual patrons with known issues can be set up with policy per library. This p-type does carry restrictions—
- Wish to use Temp type for all temporary cards.

Wisconsin residents without fixed addresses proposal. Card has maximum setting of 90 days before renewal.

Limited number of Items survey—Discussed

- Only one library has limit on audio
- Several libraries have limits on DVDs but some may no longer feel a need to do so.

2025 Committee Membership and Meeting Dates

- Agreed to meet March 7, May 9, July 11, October 10, December 12, 2025, all subject to change.
- Representatives must serve from each county. If a member cannot / no longer wishes to serve, should seed an alternate to represent their county.

Future agenda Items:

- Guidelines for Staff Cards
- Guidelines for Applications for Adults with Guardians
- Guidelines for Student cards at school/public libraries
- Other items from Extended checkout periods survey
- School and class visits
- High Demand Holds
- Procedure for items lost in transit
- Handling Items that are Damaged
- Billing process for items not checked out at the owning library
- Handling fines at a fine free library when items are checked out at other libraries

Next meeting: Friday, March 7, 2025, 10:00 am