

VALNet Circulation Meeting Minutes

May 8, 2018

Prairie River Library, Lapwai, Idaho

Attendance:

Lisa Puckett PRLD; Carol Robinson, OHS; Kaitlin Cushman LEW; Kelli Pearson, LHS; Lynn Johnson MVSD; Bonnie Holland CHS; Angela Norman GCL; Gina Solorero, GCL; Della Gehring PHS; Amy Agiolius, LCLD; Rhonda Scott ACL.

Call to Order:

Meeting was called to order at 9:06 by Vice Chair- Rhonda Scott.

Introductions:

All present introduced themselves and gave a short review of what was happening at their library.

Agenda:

Agenda was previewed with no additions or changes at this time.

Minutes

Minutes from March 13, 2018 were reviewed, one correction was noted. Della moved to approve as corrected, Bonnie second. Minutes approved. Minutes will be posted on Staff Pages.

Damages discussion summary:

Several issues were discussed regarding damaged items.

- Please review the Damaged/Lost Items page on the Valnet Staff Pages. (Committees>Circulation>Items)
- Please do not continue to forward damaged items without notifying the owning library. Patrons may be charged for damages. It's hard to determine where the damage happened if the item has been sent to several libraries.
- Do not change the status of an item that belongs to another library to Damaged. Again, notify owning library.
- If any questions arise about a damaged or lost item communicate with the owning library.

Date Due Slips:

Not all Valnet partners use adhesive Date Due slips in their books.

- Do not add one to other agencies items.
- You may use a sticky note for a temporary slip.
- Remove the sticky notes before returning items to owning libraries.

VALNet Circulation Policy Guidelines:

Printed copies of the guidelines were reviewed. It was suggested that the paragraph relating to Damaged and/or Lost Items be updated with the following addition: Include patron info when returning a damaged item to another library.

Routing Envelopes:

Another reminder was given that courier envelopes should not be "over" taped or stapled. Routing slips should be on one side only. Be sure to mark out all old 3 letter codes before using.

Purchased Library Cards:

If a patron has purchased a library card from a Valnet library and the card needs renewed please refer the patron to their "home" library for assistance. A renewal fee may need to be collected before the card is renewed. As a courtesy you may call the home library to make arrangements for fee collection and forwarding and card renewal length. If you do collect a card fee on behalf of another library be sure to forward the payment ASAP. Include patron info, your name and library.

Next Meeting:

Sept. 18, 2018 9 a.m. @ LAP

Adjournment:

Meeting was adjourned at 10:00 a.m.