

VALNet Circ. Meeting Minutes  
April 22, 2014  
Prairie River Library – Lapwai, ID

Attendance: Millie Wimer PHS; Lynn Johnson MVSD#244; Kate Anderson LMS; Greg Betzold LEW; Marcia Player CMP; Lisa Puckett, Dixie Alford, Lisa Curnutt, Claudia Jones PRLD; George Williams LCLD; Carol Robinson OHS; Rhonda Scott ACL.

Meeting was called to order by Millie. Previous minutes were approved as corrected.

**1. Cancelling holds on items you cannot find. Mark MISSING on item's record only.**

If you are unable to find a requested hold item in your library and the item has multiple copies available do not cancel the patron's hold. Change the item's status to Missing to allow KOHA to select the next available copy. If the patron's hold is a title only hold you will need to cancel the hold and replace it with a next available item hold request. Again, be sure to change the status of your item to Missing. If the missing item is the only copy in Valnet you will need to cancel the hold and place a note of explanation on the patron's record. Be sure to sign the note with your initials and library's three letter code.

**2. Homebound Patrons**

Because homebound patrons are only a matter between ACL, LEW & MOS Vicki/Rhonda's comments and questions were saved for a post-adjourment conference between these three entities.

**3. Schools' Faculty Cards**

Some patrons with Faculty cards have checked out materials for personal use on their Faculty cards. When materials are originally checked out the due dates are based on the owning libraries rules, but if the Faculty card holder renews the items through OPAC the renewal due dates revert to the Faculty rules sometimes allowing an item to renew to the school's summer closure date. This may be a due to a KOHA bug that was fixed, but may have returned. George will check.

It is recommended that if schools issue Faculty cards to their staff members those cards should be used only for classroom materials. A separate Adult card should be issued for personal use.

Lisa C. will e-mail Lee Ann & Mary Ann explaining the concerns about school staff using Faculty cards for non-classroom materials.

**4. Update on report #398 "GHW-Circulation-Last Circulation Information"**

George reported that his KOHA saved report #398 works again, but is only able to find records that are less than 90 days old.

**5. Server upgrade-April 19-Comments?**

All comments were positive. Adding an extra server seems to have fixed the KOHA delay problems.

George also reported he has received a notice from Bywater that Valnet's KOHA 3.14 update will be done on the upcoming weekend, April 26-27<sup>th</sup>. Few changes are being made to the circulation portion. One new feature will be the ability to renew an item by scanning the item barcode. No need to search for the patron's account first.

**6. Out of area library patrons/cards**

Greg asked if there is a map available to determine if Grangeville patrons are within the city limits. Because of uncertainty LEW has begun to issue a 30 day temp card and advises patron to contact their local library for a permanent card. Temp card holders are limited to two print items, no audios or videos.

A discussion followed about the various card types. George W. has a document describing the different card types. He will share it with other libraries to be modified for use with their own staff.

**7. I.L.L. Services reminder**

Greg reminded everyone that LEW only does I.L.L.s for LEW patrons living in the Lewiston Library taxing district. He said they have had many requests from patrons in outlying areas for I.L.L. services. Claudia Jones explained that this may be a LEW policy change that other libraries are not aware of.

**8. Koha "sound"**

Lisa C. polled the group to see if they would be interested in turning on a global setting in KOHA that will make a specific sound when an item is scanned into KOHA. Adding this sound in lieu of the scanner beep may help staff be sure that an item has been checked in or out. PRLD branches have turned off their scanner beeps in hopes of combating an ongoing problem with items not getting checked in or out. Turning the scanner beep off will force staff to watch their screens closely.

Turning the sound off is as simple as scanning in a special barcode. The barcode can usually be found in the scanner's user guide or by searching on line for your scanner model.

Lisa C has not tested the KOHA sound to know how it works. Little or no interest in turning the sound on was displayed.

**9. Transfers to Receive report**

Dixie reminded everyone to check their Transfers to Receive report regularly. Items that are over 14 days in transit need to have follow-up at the receiving library. Many times items are received but do not scan properly when checked in.

**10. School closure worksheet**

George reported he e-mailed a school closure worksheet to all school libraries requesting information about their summer closure schedules. Some library staff present reported that they have not received the worksheet. If your school library didn't receive the school closure worksheet contact George at [georgew@latahlibrary.org](mailto:georgew@latahlibrary.org).

**11. Suppression of SRH & REL records in OPAC**

Withdrawal of SRH & REL from Valnet will happen soon. George was able to suppress their item records from the OPAC so that only SRH and REL patrons will be able to place holds in those items. He also plans to write a report that will help discover if any of their items are still checked out to Valnet patrons.

Meeting adjourned at 10:20 a.m.

Next meeting to be held at Lapwai on Sept 9<sup>th</sup> at 9:00 a.m.

Lisa Puckett  
Acting Secretary