VALNet Circulation Meeting
February 12th, 2013
<u>Prairie River Library - Lapwai, ID</u>

<u>Attendance:</u>   Lisa Curnutt, Dixie Alford, RIV; George Williams, LCD; Lynn Johnson, MVSD# 244; Colleen Olive, KHS; Marcia Player, CMP; Millie Wimer, PHS; Kari Kerns, LDO; Becky Hosman, GCL; Shelley McPherson, OHS; Michelle Berreth, WPL; Ana Smith, LEW.

Meeting was called to order at 9:00 a.m. by Colleen. Minutes from previous meeting were approved.

1. **Overdrive demo (Lisa Curnutt) -** Lisa gave us a useful demo on the main parts of Overdrive.

   From the OPAC, go to Overdrive digital library.

   Use Overdrive Media console software for audiobooks; and Adobe @digital editions for e-books.

   My account- sign in by card number & last name.

   My cart – allows to keep items for 60 min. when browsing before you check them out

   Lending period – default 21 days. Default period can be changed by patron

   > WMA audios are the only ones that cannot be returned early

   My bookshelf – shows what patron has currently checked out up to 3 items

   My holds – titles requested-- pay attention to format when you place your request

   > If item is not available, patron will receive an e-mail when item is available, and will have 72 hours to check it out, after that time item will disappear from list.

   Wish list – hold items for things you want to read later

   Rated titles -   give ratings to titles checked out.

   Compatible devices- shows the format that you can download according to your device

   Overdrive shows as " New" items the last 100 titles purchased.

   Use advance search to isolate the format you are looking for.

   Use AdobeEPUB to read e-books in computer screen or some tablets.

   Kindle format is easier to use so far.

Public domain e-books (EPUB) has more than 40,000 titles available, and titles don't count against library check out limits.

When browsing: you can choose "only items available" hit submit, select title, add to cart, proceed to checkout, select check out period if desire, confirm check out.

To get for kindle: sign in to your Amazon account, manage your kindle, get library book.

To delete an MP3 item, go to Overdrive media console, and click delete.

George advised us if our libraries want to buy e-readers or any other devices, buy something in compliance with the American with Disabilities Act.

SPLAT - 8 different devices in a box (Nooks, IPad, Kindles) available through the Idaho State Library- coming in September. Libraries will be able to check them out. Libraries will have to set their own checking out parameters.

2. **Board of Directors meeting report (Lisa Curnutt)**

Details of the closing of the Lewiston library for 6-8 weeks, will be released later in the month and communicate to Valnet libraries. George will take care of technical details according to instructions of the Lewiston Library.

Change of courier is going fine

Remind of obligation to share resources

Collection development committee

Ellen Tomlinson from CMP is now on board of directors.

3. **Koha 3.10 upgrade and training webinars (George Williams)**

None of KOHA customers were updated to 3.8.6, KOHA 3.10 is not as buggy as previous version. We will be one of the first libraries to update to 3.10.1.

4. **Courier procedures and the current couriers (George Williams)**

Valnet courier/routing procedure will be revised by libraries and updated in our Valnett staff pages by George.
Remember to use a black marker not a pen when routing envelopes.
All Valnet libraries are updated in report 397 (Libraries by 3-letter code).

5. **Library cards with incorrect numbers (George Williams)**

   In 2,500 cards printed the number of the regular card do not match the one of the key chain. Doug collected the wrong ones. They have the Wildflowers picture; if you find some wrong ones, send them to Doug and he will send new ones.

6. **"Patron holds not getting filled, and patrons have been letting us (GCL) know that when they renew on ValNet that they can only do that one time, and they used to be able to do that more than once. Is that a new thing? Or something to address?" (Becky GCL)**
   Run Report 382-Problem Holds periodically for list of books that were on hold too long.
   Report 396 matrix circulation rules by branch- shows checking out periods by library.

7. **Other comments**

   When checking out a damage book, write a note to let circ people know item's condition.

   In Patron account OPAC: My reading history. Privacy: set Default or Forever. Default: last 60 days after book is check in. After 60 days the last patron information goes to Browsing Anonymous.

   George created report 398 –Last circulation information: gives information on the last patron to had an item and if the privacy setting holds his reading history.
   When patron pays for fines, we have to manually lift the restriction, feature maybe fixed in the future.

   The patron's barcode can be added to overdue notices, but each library would have to have it done by their system administrator.

   When placing holds on DVD's by series, KOHA 3.10 will include the barcode for each item and will allow to place holds in a specific copy.

   If we have any other subject that we need to be trained, let Colleen know and she will arrange it for the next meeting.

   Meeting adjourned: 11:00 a.m.
   Next meeting: May 14th 9:00 a.m. at RIV

   Minutes by Ana Smith