

VALNet Circulation Meeting
March 13th, 2012
Prairie River Library - Lapwai, ID

Attendance: Vicki Johnson, ACL; Claudia Jones, RIV; Lisa Curnutt, RIV; George Williams, LCD; Lynn Johnson, MVSD# 244; Colleen Olive, KHS; Ellen Tomlinson, Karen Willis, CMP; Millie Wimer, PHS; Juliana Schiweck, LDO; LeeAnn Nilsson, LHS; Bonnie Holland, CHS; Edie Lusting, GCL; Tina Sperry, LMS; Robanna Brosten, Shayla Ryan, Ana Smith, LEW.

The meeting was called to order by George Williams.

1. End of WIN Borrow

Check call slips periodically and reply "Item not found" if any pending request appear from your library. If you receive a WIN book for one of your patrons, return book to owning library with a note that item was not checked out.

2. Possible creation of a subcommittee to work with CIN to create Koha patron categories that will mesh with CIN patron categories.

George and Chris (CIN) will review patron categories.

Homebound category may be created.

CIN wants to use the word "Minor" instead of Youth.

CIN uses the categories Minor basic or Adult basic for patrons who do not live in the area; they have restricted access to Overdrive.

CIN uses Minor temporary or Adult temporary for people who do not have a permanent address; it will restrict check outs. It is not sure if we will use these categories in the same way.

There are 10 patron categories in Koha and each library can set up the terms of checking out in each one.

Staff will be set up with the same Valnet login names we are using now. Staff who attended this meeting can e-mail current username and password to George and he will set up the same login in Koha for setting up privileges.

Bonnie suggested that we can print out a privileges sheet from Koha and select the options desired.

There are 3 types of messages in patron's record:

Circ notes are staff only, and they are permanent.

Messages are temporary and can be deleted after message is given to the patron (current pop-up notes will migrate as messages on patron's record).

OPAC notes, appear on staff side and patron's record in OPAC.

3. Proposed changes to the bylaws (subcommittee was formed consisting of George, Coleen, and Terri).

Vicki will e-mail circulation list and ask every library in Valnet to vote yes or no to the proposed bylaws changes. One vote per branch. Deadline will be April 15th. . It was suggested that in the next officials election in September, include a change that the same officials can serve both groups mentor and circulation.

OPAC committee would update staff pages with information about members.

4. **Institution ID in Koha** – Do we really need them anymore?

Current Institution ID will be migrated, and then libraries can decide to use it or not. Patron record has a birth date field. It will be optional for libraries to include birth date, but it has to be entered in the correct format (MM/DD/YYYY) to avoid glitches.

Changes requested: Initials field will be removed on patron's record. Use "Last name" instead of "Surname" field. "First name/middle name" instead of "First name" field. Where does the institution ID go in Koha? In sort field No. 2 on patron's record.

5. **Koha training – next steps.**

Every library person who attended the Koha training is responsible to train their library staff. If they have some questions they can contact their mentor person. If any staff that didn't attend this training session, needs training, they can join other larger library (LEW, ACL, LCD) in their training day.

6. **Koha questions.**

Txt message option is not available to send notices. Valnet could buy a text message driver from Bywaters in order to send txt message instead of e-mails to patrons. Notices can be sent to the librarian's email address and then print them and hand them to students.

Overdue notices can be configured individually per branch.

Staff can set up Patron messaging preferences for e-mail notices when issuing a library card; if needed, patron can go to OPAC and change preferences, including choose "Opt out" option.

Whether or not patrons can change their password (last name) to log in to OPAC, is still under discussion.

Patrons can use Tags in the OPAC, but they will need to be logged in. No tags will be placed in the OPAC until it is approved by their branch.

Use Holds Queue option in Circulation reports module to run your daily PIH.

Next meeting scheduled: Tuesday, 4/10/12 at 10:00 a.m. - Prairie River Library

Ana Smith
Secretary – Circulation Committee