

VALNet Circulation Meeting
March 8, 2011
Nezperce Community Library - Nezperce

Attendance: Vicki Johnson, ACL; Lisa Curnutt, RIV; George Williams, LCD; Lynn Johnson, MVSD# 244; Colleen Olive, KMS; Karen Willis, CMP; Edie Lustig, GCL; Michelle Berreth, WPL; Millie Wimer, PHS; Ana Smith, LEW.

The meeting was called to order by Lisa Curnutt. Minutes of the last meeting were approved.

1. Please read your screen carefully when routing items. Pay special attention with libraries that begin with same name, i.e. KAM, LEW.
2. When routing pamphlets and other delicate items use routing envelopes. For routing kids' "Big Books" use a big bag or cardboard envelope, and place a sticker saying that container is part of item.
3. "Choose below" requests: Regardless of the action we take with a request "Choose below" as a pick up location—cancel the hold, edit the hold, or route item to patron's home library—we need to write a pop up note on patron's card stating the action taken due to no pick up location specified. Anytime there is a change on a patron's request, write a pop up note.
4. Items on hold for another patron cannot be overwritten. This may happen only in two cases: 1) patron checks out an item found available on shelf short time before the request shows in our PIH report. 2) a new book comes out and patron have already placed a hold on it, but there are previous paperwork requests from other patrons on the item. If this happens, holds should be re-placed in chronological order, and put a pop up note on the newer ones stating that previous requests were on waiting list and hold has been moved in the list.
5. Lost/Damaged items from other agencies: Please follow Valnet procedures. If patron returns a lost item, do not remove processing fee or overdue fines on patron's charges, only item Replacement cost. Do not remove "Lost" status. If a damaged book is returned, send note with book to owning library so they can assess the damage.
6. Please edit patron's records that have more than one barcode as a library card number, i.e. "lost" card, to avoid duplicity when running PIH. If the patron has more than one phone number, the second one goes as a pop up note in the phone field. If not our patron, notify home library.

7. Post-upgrade issues: Holds expiration date is now showing 30 days instead of 120 days before hold expires. If you notice holds with 30 day expiration, you can edit the hold and extend the date to 120 days..
ACL reported some problems in screen printing. Both issues have been addressed to Cindy (WIN).
8. Valnet Directors decided not to make the move onto the KOHA system until next year.
9. LCD media: No renewals on DVD's. In few occasions, if an audiobook "not authorized for renewal" needs to be renewed and has no hold pending, it is better to discharge the item and charge it back again to the patron than overwrite it.
10. Please do not use scotch tapes on Storytime kids or book covers. Slip a note inside the item.
11. Fines collected from LCD and PRLD libraries can be sent to the main hub or branch.
12. Libraries that wish to use e-mail notices have to contact their e-mail server/provider and ask for a way to connect to the server without a password. If you are getting a "wrong" message when you run your reports, you have to edit your Voyager.ini file and leave blank the e-mail option. George will check on this, and will e-mail libraries that want to implement this option.

Next meetings were scheduled:

Tuesday, 5/17/11 at 9:00 a.m.	Nezperce Library
Tuesday 7/12/11 at 9:00 a.m.	Troy Library
Tuesday 9/13/11 at 9:00 a.m.	Winchester Library.

Respectfully,

Ana Smith, Lewiston City Library