

## VALNet Circ. Meeting Minutes

May 9, 2015

Prairie River Library – Lapwai, ID

Attendance: Vicki Johnson, ACL; Marcia Player, CMP; Bonnie Holland, CHS; Dixie Alford, LAP; Greg Betzold, LEW; Carma Hammon, LAP; Colleen Olive, KSD; Lisa Puckett, LAP; Karie Kerns, LDO; George Williams, LCLD

Meeting was called to order at 9:08 by Vicki Johnson, Vice-Chairman

### 1. **Waiving of fees on lost books returned to a VALNET library other than one's own.**

It is OK to send this information through the courier system when it's enclosed in an envelope. What we have been cautioned against in the past is having that information on a routing slip inside a book. If a book that has gone to lost is returned in good condition, check it in. Either create a screen shot of the check in screen or find the info in the patron's fines account line. At the very least write the info out by hand and send it on to the owning library with a note. Another option is to contact the owning library by phone or e-mail to clear the lost item fees. Remember-do not write off other agencies' fines/fees without their authorization.

### 2. **Scanner Beep**

If you want to turn off the scanner beep there is a barcode that you scan to disable the beep. Check the manual for your scanner or Google your scanner make/model. Each scanner brand may have its own barcode for "No Beep". Once you scan the no beep barcode the scanner is silenced. Libraries that have turned off the beeps find that fewer mistakes are being made when items are scanned. The beep only indicates that an item was scanned. It does not indicate that the info went to the correct place. Without the beep you really must pay attention to your screen. In larger libraries it also makes for a quieter circ desk area.

### 3. **Routing Envelope etiquette**

This is another friendly reminder. Avoid excess tape build up by trimming. Please note: It is fine to throw away well-worn envelopes. There are plenty available. If you find your library running low send out a request to other agencies for a new supply. Try limiting a request to the 2-3 libraries on the courier route just before your stop. A general call out to the Clearwater list may end up causing a flood of envelopes for the couriers to deal with. Remember to be kind to our couriers and try not to make extra work for them.

### 4. **Adding Orbis dropsite list on Valnet Staff page**

George reported that the ValNet directors have decided to no longer subscribe to Orbis. The service will expire with the start of the new ValNet budget year on July 1. Adding it now is a moot point.

### 5. **Circulation meeting information-How is it distributed?**

Circ meeting minutes are sent to the ClearH2O mail list. Approved minutes are uploaded to the Valnet Staff Page <http://www.valnet-staff.org/minutes.html>. Agencies that are not able to send a representative are strongly urged to read the minutes in order to keep up on circulation information.

### 6. **VALNET "Home Library" on patron accounts**

Greg noticed a few patron accounts show VALNET as their home library. He wanted to know if this was correct. It was reported that some High School libraries change their graduating seniors' accounts to VALNET as the home library in order to remove their info from reports. Some HS will place a note on the patron's account stating that the patron needs a new agency. HS librarians asked that other

agencies not change the agency on a student's account unless you are certain the student is no longer in school.

#### **7. Out of Area card fees and processing**

Greg asked if there is a standard ValNet fee for Out of Area patron cards? There is not. Each agency sets their own fee and policy for patrons outside the ValNet area.

George stated that LCD and many of the Idaho public libraries in ValNet are participating members of Lili Express (LE). Participating members have agreed to loan to other LE member's patrons. If a patron presents a current card from participating library a Valnet card will be issued to them free of charge. Make note on the account record that the patron is a LE participant.

#### **8. Fines on deleted items**

If a patron has a lost or damaged item fee on their account that is missing the owning agency info then other agencies will not know where to send payments. If that is the case then the fee can be removed. To prevent this problem, before deleting items from the database with fines/fees attached to the record, be sure to record all the information on the patron's account. This can be accomplished by 1) waiving the fee. In the Payment Note field be sure to explain the fee is being waived to allow deletion of the item record. 2) Create a manual invoice to add the fee back onto the patron's account. In the Note field be sure to list all the necessary info: Title, Author, Owning Library, along with any other explanation. Add your initials and library's 3 letter code at the end.

#### **9. Post fine payments at time of receipt**

Payments should be applied to a patron's account at the time of receipt. Payments should not be set aside for application at a later time by another staff member. If you don't know how to post payments please consult your supervisor.

#### **10. Koha upgrade issues**

LEW, MOS & ACL are having problems with the SIP that allows the self-checkout, PC Reservation and Overdrive programs to access the patron account information in KOHA. George is working with Bywater to resolve the problem.

Karie reported one school library was having problems with script errors. George recommends clearing the cache. Directions are on the KOHA home page.

#### **11. PRLD Career Info Pamphlets.**

Dixie asked that people remember to return the Career Info Pamphlets to PRLD in routing envelopes as noted on the label. If they become worn out they will not be replaced.

#### **12. Damage Noted stamps**

Karie asked everyone to refrain from stamping other agencies items with "Damage Noted" stamps. If you find damage in an item that doesn't belong to your agency simply place a message inside the cover using a sticky note. The owning agency will decide how they want to mark the item.

#### **Next meeting:**

September 15, 2015; 9:00 AM @ LAP—new officers will be elected. Vicki Johnson will move into the Chairman position. Vice Chairman and Secretary will be elected.

Lisa Puckett  
Acting Secretary