

VALNet Circulation Meeting

May 14th, 2013

Prairie River Library - Lapwai, ID

Attendance: Lisa Curnutt, Dixie Alford, Lisa Puckett, PRLD; Vicki Johnson, ACL; Bonnie Holland, CHS; Tina Sperry, LMS; Lynn Johnson, MVSD# 244; Colleen Olive, KHS; Marcia Player, CMP; Millie Wimer, PHS; Kari Kerns, LDO; Becky Hosman, GCL; Carol Robinson, OHS; Terri Summerfield, WPL; Ana Smith, LEW.

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

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

Budget – Koha bill will not drop until 2014. Courier services almost tripled. The bigger the library is, the more it will have to pay. Directors agreed to cut syndetics in \$ 8,000, postpone integrating digital collection into the main catalog for the time being. Individual agencies will continue to purchase titles at their own discretion. Increase will be 3 to 5 %.

2. **Overdrive upgrade** (Lisa Curnutt)

Overdrive in OPAC has been retooled. It has a different user interface, search page is modernized, more options for patrons. It is now a more user friendly and it has a simplified platform.

Overdrive Read- New option that does not need downloading software and book. With a click, patron will open a book ready to read. The checking out period is according to settings, 3 items allowed at a time. Libraries worldwide can participate in The Big Library Read, program that offers the e-book The Four Corners of the Sky by Michael Malone from May 15 to June 1st.

3. **3-letter code in the on-screen transfer pop-up instead of library name would make mistakes less likely...thoughts from group.** (Lisa Curnutt)

A ticket will be sent to Koha to see if this change can be done, and if there is any cost related. The 3 letter code should show up in the screen and printed on the routing slip. Reminder: Please use a black marker in routing slips.

4. **Manual invoice reminder** (Karen LHS)

“When *Creating a Manual Invoice please* remember that if you want any information to stay with the patron record it is a must to enter information in the Note field of the Invoice. If a cataloger deletes the item, information about the item will go away from the description field”. Lisa will create a cheat sheet with this procedure.

5. **“Our DVD collection is starting to get hit hard with PIHs. We have PG-13 and R movies. We need to know the patron’s age before checking out a movie to them.” Fine collection concerns.** (Terri WPL)

The majority of ValNet libraries do not use the birth year on patrons records. It is not a role of public libraries to determine which library materials patrons should check out. Libraries

that choose to go this way will need to ask for parent permission in order to honor holds and check out items to minors.

A ticket is still pending for Koha regarding fixing the fine collection on an item based in the owning library and not the library where item is returned.

A report has to be built to get all the fines of students at the end of the school year, current one does not work. Please do not use report 127. Report 177 can be used instead.

6. **Writing in damaged books/ Routing pages on manila envelopes/ Patron personal information on routing slips** (Vicki ACL)

Please do not write any notes on books that belong to other library. Please use only one side of envelope when routing item, and be careful with not sending slips with patron information, it is a privacy issue.

7. **3 day DVD checkout/aligned fines** (Becky GCL)

It is fine to ask the owning library for a renewal or modified due date on DVD's that have a 3 day check out. It is helpful to warn patrons about due date when checking out items especially if they are checking other DVD's for 7 days.

It was suggested that the Board of Directors consider a universal check out terms for all ValNet libraries.

8. **Other comments or concerns:**

Lisa will send an e-mail to Circulation with copy of the request to Koha to create a link to OCLC.

Bonnie stated that Report 140 for missing items is being helpful.

Becky (GCL) is choosing to offer their orphaned titles from a series to other libraries who own the series.

Meeting adjourned: 11:15 a.m.

Next meeting: **September 10th, 9:00 a.m. at RIV**

Minutes by Ana Smith