

**VALNet Circulation Meeting**  
May 17<sup>th</sup>, 2011  
Nezperce Community Library - Nezperce

Attendance: Shaunna Bergman, ACL; Lisa Curnutt, RIV; Lynn Johnson, MVSD# 244; Karen Willis, CMP; Millie Wimer, PHS; Lorraine Hogaboam, LDO; Ana Smith, LEW.

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

1. MIT and APB'S to Valnet libraries: Please send e-mail to [circulation@valnet.org](mailto:circulation@valnet.org) not to clearwater.
  - Subject line: Valnet MIT or Valnet APB.
  - Include all the necessary information: Owning library, book title, author, call number, and barcode.
  
2. Routing damaged items: If an item is returned damaged or with some problem that the owning library needs to assess, follow the following steps:
  - Discharge the item
  - Write a note describing the damage. Date and sign it.
  - Place item with note in an envelope
  - Route the envelope with the courier

If you find out that a requested item is damaged, contact the owning library and ask for instructions. Always remind patrons to notify the library as soon as they realize item checked out has some kind of damage.

3. E-books: Elena (LEW) has sent a support request to WIN asking them to solve the problem of downloading classical e-books from the Gutenberg Project. Once these e-books are available, patrons will be able to download them from the OPAC into a reader or straight to a computer.
  
4. Reminder: Lewiston School libraries will honor requests during June and July. Lorraine will run the PIH reports and have items delivered through the courier as usual.

Next meeting: Tuesday, July 12<sup>th</sup> at 9:00 a.m. - Troy Library

Prepared by Ana Smith