

**VALNet Circulation Meeting**  
**May 8, 2012**  
**Lapwai Community Library**

Attendance: Vicki Johnson ACL; Bonnie Holland CHS; Karen Willis CMP; Debbie Urquhart GCL; Lynn Johnson GHS; Coleen Olive KES; Juliana Schiwiek LDO; Shayla Ryan, Robanna Brosten LEW; Tina Sperry LMS; George Williams MOS; Lisa Curnutt RIV; Terri Summerfield WPL

The meeting was called to order by George Williams.

George went over the following agenda items.

1. Can the Pop-Up that asks you to override overdue items be turned off?  
Short answer is no, not without disallowing overrides.
  
2. Can we set a uniform number of days for how long items sit on the hold shelf?  
We already have-7 days. Koha will not automatically cancel holds after 7 days like Voyager did so we need to check our shelves daily. The question was brought up if we could add to our e-mail notices how long we hold items for pick-up. It can be done for a general notice but not personalized for each branch.
  
3. Does the hold type “Next available” override the priority of a hold for a specific item?  
No, if you’re patient. The holds filled tablet gets updated 52 minutes past the hour. The best way to place holds is to choose “next available copy”. You can not change the default to specific copy.
  
4. “Holds to Pull” vs “Holds to Pull PRLD”  
The latter has been removed, but you can use either “Holds to pull” under saved reports or Holds Queue which has more information.
  
5. Cataloging permissions and Circulation permissions  
If you send George e-mails with questions about these, please put in your login and password. Lynn Johnson is taking care of Cataloging permission problems.
  
6. Report on the vote of changes to the circulation by-laws.  
25 libraries voted and all voted yes.
  
7. What do we use for ILL book wraparound slips?  
You can use anything you want as long as it doesn’t say WIN.
  
8. “Predefined Messages”: we can alter these or add more as long as they are short.  
They come up in red under messages and need to be kept very general for all libraries, not specific for one branch.
  
9. Customizing notices.  
In Koha 3.8 we will be able to customize all notices. Right now only overdue notices can be customized branch by branch by your Sys. Admin. person.

Other items brought up during the meeting:

If you are seeing any odd stuff on holds it could be a hold-over from Voyager. Notes made on patron's cards in Voyager transferred over as patron notes in Koha. "OPAC notes" will show up on the patron's account for them to see.

In a patron's account under "Privacy Policy" forever means they can look at their check-out history. "Default" will clear their entries after 30 days.

When entering phone numbers please use area code and dashes so you are able to run reports by phone number.

When discharging using "Offline Circ." It will not tell you to transfer items that need to go elsewhere.

You can not renew items with a hold on them, there is NO override.

It has been brought to Lisa Curnutt's attention that items are not being sent on as quickly as before.

If Koha is being excessively slow you should contact Bywater Tech Support.

The next Circulation mentor group meeting July 10th, 9:00 a.m. at Lapwai – but open to anyone who wishes to attend – and everyone is encouraged to attend. Next regular Circ meeting Sept. 11 9am at Lapwai with mentor meeting immediately afterwards.

Meeting adjourned at 12:09

Minutes taken by Karen Willis CMP