

VALNet Circ. Meeting
November 5, 2013
Prairie River Library – Lapwai

Attendance: Vicki Johnson ACL; Kerry Kerns LHS; Bonnie Holland CHS; Marcia Player CMP; Lynn Johnson MVSD#244; Greg Betzold LEW; Kate Anderson LMS; Darlene Drishinski LPE; Vickie Coats LPH; Lisa Curnutt, Lisa Puckett, Dixie Alford PRLD.

1. The VALNet board of directors have made a decision to allow patrons with a small fine amount to still have full library access and asked that it be discussed at the circ meeting. No objections were voiced. Effective Nov 15th all library services will be available to patrons with a \$5.00 or less fine or fee. As it stands now, a patron with any fine/fee is blocked from placing holds, renewing items, etc. Now, a patron will be able to do those things as long as his/her fine or fee is \$5.00 or less.
2. The barcode column in a patron's holds tab is empty unless the hold was on a specific item or the item is in transit or awaiting pickup.
3. If your Overdue notices include other agencies' patrons or items, it's because OD notices are sent ~~to~~ to the agency where the item was checked out.
4. There have been some occurrences where an item is not showing up on the holds report. This is detected when the librarian goes to check out a book for the patron and it says "... has been on hold for Jane Doe at CHS since ...". There may be a few different explanations for this. George will look into it.
5. There was a big discussion on whether or not there should be a universal procedure for adding holds on new books that are still on order. Nothing has been decided yet, but when placing a hold from a paper request please add the original date of the request in the note field. This may help alleviate some of the pain on the patron's part as far as thinking they should be higher in the list. Lisa suggested there be a blurb on the OPAC in the "Messages for You" section that explains holds procedures and why the queue may change.
6. If you add a note to a patron account, please make sure it is complete. Sometimes they are hard to decipher. **Always include your initials and agency.** Fines and fees should not be forgiven on items from another agency unless you have cleared it with them first.
7. Universal lending periods for items was discussed as a way to simplify things for both staff and patrons. It was noted that CIN has successfully used universal lending periods throughout their consortium for years. The following recommendations will be sent to the next directors meeting for consideration – 28 days for books and audios; one week for DVD's and periodicals; 2 weeks for new books; the New Book item type could be used for no more than 6 months.
8. Homebound program was discussed. Those libraries involved (ACL, LDC, LEW) discussed circ parameters for those patrons.

Next meeting – February 11th at Lapwai at 9:00

Bonnie Holland
Secretary