

## **VALNet Circulation Meeting Minutes**

November 8, 2016

Prairie River Library, Lapwai, Idaho

### **Attendance:**

Lisa Puckett PRLD; Vickie Coats LPH, Kaitlin Cushman LEW, Stacie Echanove LCLD, Lynn Johnson GEM MVSD, Jessica Long CMP, Dixie Alford LAP, Becky Schmidt LPE, Bonnie Holland CHS, Michele Waite GCL, Della Gehrig PHS, Rhonda Scott ACL, Colleen Olive KMS, Shelley McPherson OHS.

### **Call to Order:**

Meeting was called to order at 9:04 by Chair- Lisa Puckett.

### **Introductions:**

All present introduced themselves and gave a short review of what was happening at their library

### **Agenda:**

Agenda was previewed with no additions or changes at this time.

### **Minutes**

Minutes from September 13, 2016 were reviewed and approved.

It was brought up that a few people had not received the notices via email. They were asked to notify Alicia at ACL and check their junk mail settings. Minutes will also be posted on Staff Pages once approved.

### **Announcements:**

A new Director has been hired at GCL: Angie Norman, who began work Oct. 24

### **VALNet Directors' meeting**

Lisa Puckett attended the Directors Meeting and relayed to them that the Circ group requested periodic training on the Koha system and VALNet procedures for new employees and as a refresher for current employees and the Directors agreed to look into some kind of annual training.

### **Bib Standards meeting:**

Lynn Johnson relayed that they discussed the Circ committee's request for basic cataloging training. A survey was sent to Clearh2o. Results showed that most organizations were sending someone to BIB-Standards meetings and 75% of those attending would like the meetings to remain in Lewiston. While some members were importing records to Koha, other members were unsure what a MARC was. Today's BIB Standards meeting will hold a basic training after the business meeting. Trainings will be held along with the business meetings and specific training requests can be emailed to Lynn Johnson at [johnsonl@sd244.org](mailto:johnsonl@sd244.org).

### **Updating Circ Procedure How-to info:**

Vickie Coats from LPH reviewed Staff pages and reported that the info there is helpful. We discussed how to access the info and what was there and it was suggested that new staff be directed to this resource as a training tool. Instead of adding a list of favorite reports to the Staff Pages, it was suggested we use the list of useful reports on the KOHA 'home' page, and Lisa Puckett agreed to hold a quick training on using KOHA reports at the next meeting.

**Item Level Holds:**

Jessica/CMP brought up a problem with patrons being 'bumped' from their priority level when she tried to put a hold for them on a new CMP item. It was explained that other patrons may have requested the item before it was added to the CMP collection. Dixie pointed out that you can put in the date of your patron's request if it was prior to the day you are cataloging the item to ensure their priority.

**Check in problem:**

Several members reported that items being checked in are showing on screen as checked in, but are not being removed from patron accounts without several attempts. It was decided that we should try clearing our cache daily. If this doesn't fix the problem we would need to take screen shots of the problem and submit a trouble ticket to KOHA.

**Renewal limits:**

We discussed how some items (DVDs were given as an example) will allow for renewal even though the library has requested no renewals for DVDs. Lynn Johnson explained that this is likely a problem originating in the headers of the MARC record itself. If you are having a problem with an item, contact your Cataloging Mentor listed on the VALNet staff pages for help with that record.

**Tips & Tricks:**

Adding bookmark to Mozilla: Click and drag a tab to the favorite's bar and drop it there, or click on the 'star'

Formatting barcodes in Excel: To assure you will see all of the barcode numbers in Excel, right click on the cell, select 'special', and then 'zip code'.

**Informal Q & A:**

Q: Can patrons check out books if they have a fine?

A: From your library only, at your discretion, but NOT from other libraries if their fine is more than \$5.00

Q: Can you switch fines to another patron?

A: If it is your library's fine, at your discretion, but NOT if the fine is from another library.

Q: Do all libraries have a 'property stamp'?

A: Yes, all are required to have one per VALNet agreement.

Q: If a parent has fines and 2 of their children have fines, should you open an account for a 3<sup>rd</sup> child?

A: This was a tough call for most members. It was suggested to open an account with a note that only one book or DVD to be checked out at a time.

**For the Good of the Order:**

It was asked that we do NOT tape coins to the paper inside of an envelope when paying fines for other libraries. Please seal the envelope and let the coins loose inside.

**Next Meeting:**

March 14, 2017 9 a.m. @ LAP

**Adjournment:**

Meeting was adjourned at 10:40 a.m.