

VALNet Circ. Meeting
September 10, 2013
Prairie River Library – Lapwai, ID

Attendance: Vicki Johnson ACL; George Williams LCLD; Kerry Kerns LHS; Bonnie Holland CHS; Marcia Player CMP; Becky Hosman GCL; Lynn Johnson MVSD#244; Colleen Olive KHS; Greg LEW; Kate Anderson LMS; Vickie Coats LPH; Lisa Puckett, Dixie Alford, Lisa Curnutt PRLD; Billi Cooper THS; Millie Wiemer PHS.

Meeting was called to order by Colleen. Previous minutes were approved.

1. Election of Officers

Chair – Millie Wiemer
Vice Chair – Lisa Curnutt
Secretary – Bonnie Holland

2. VALNet Staff Pages

The address for the staff page is www.valnet-staff.org. Lynn Johnson has revamped the staff pages. Please take a look at this site and all the links and downloadable files. Double check the information for your agency and email Lynn any additions, deletions or corrections.

3. Changing due dates on other agency's items

Don't change the initial due date of another agency's item unless you contact them and receive permission. George has created 3 different reports (481, 482, 483) to help identify these kinds of problems.

4. Fines and item status concerns

- Please be aware of fines on a patrons record before you check items out to that patron.
- If a patron wants to pay for a lost item at another agency, call that agency and ask them to look on shelf for the book before accepting the money. Sometimes the book is there and many agencies can't refund money.
- Make sure to get complete info on lost item (title and barcode) when receiving payment so owning agency will know what item to delete.
- Periodically run the Lost Items #211 report and look for the items and clear patrons record.
- Don't change the item status on another agency's items.
- Don't set up a payment plan for patrons on another agency's items.

5. Editing patron records

-The patron record needs edited when a patron's home agency changes. Make sure all fields match such as Home Library, Sort 2 field (if you use it), and the Voyager Stat Code. Click the NEW button under Voyager Stat Code to create multiple codes.

-Always check and double check patron name before issuing a new card. There are some patrons with multiple cards with just slightly different names, i.e. middle initial or not, nickname, etc.

Next meetings all to be held at Lapwai 2 9:00 a.m. : Nov. 5, Feb. 11, Apr. 22, Sept. 9.

Bonnie Holland
Secretary