

PRAIRIECAT CIRCULATION COMMITTEE
AGENDA
June 27, 2023
1:00 PM via Zoom

The PC Circulation Committee will meet Tuesday, June 27, 2023, at 1:00 pm via Zoom.
To join the meeting, please visit:

<https://prairiecat-org.zoom.us/j/83834294134?pwd=eW83MU92QkVVTlJCRHJyNHBLUmwXQT09>

These are open meetings and everyone is welcome to attend and to contribute, but only the committee members may vote. Six Committee Members are required to have a quorum.

Committee charge: The 11-member elected standing group discusses circulation and OPAC topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher-level policy decisions. It also reviews circulation procedures and works together to resolve circulation issues.

- I. Welcome
- II. Roll call of committee members for attendance
- III. Review agenda for additions/corrections
- IV. Approval of minutes from February 28, 2023 (April meeting cancelled)
- V. New topics
 - a. Thank you to current Committee Members and welcome to new Committee Members, whose terms begin 07/01/2023.
 - b. Collection agency policy
 - c. New support site
 - d. New report available for Old Billed Items
 - e. New and Upgrading Libraries
 - f. PUG Day
- VI. Friendly Reminders
 - a. Free! Offer of one-on-one training session for Manage Holds function
 - b. Placing multiple holds (e.g., book club holds)
 - c. Helpmenow email address no longer available
- VII. BYPT "Bring Your Problems Time"
- VIII. Next Circulation Committee meeting: August 22, 2023, 1:00 pm, via Zoom

**PRAIRIECAT CIRCULATION COMMITTEE
DRAFT MINUTES
February 28, 2022
1:00 pm via Zoom**

MEMBERS PRESENT: Abernathy (NL), Bonny (PC), Erickson (FR), Hansen (CH), Kitchen (EM), Kofoid (GV), Landis (PC), Linnell (BD), Sangston (MA), Slanicky (PC), Smith (PC), Tedder (PC), Watson (HC), Wiegert (FP), Zamorano (WO), Zanelli (PC).

MEMBERS ABSENT: Slazyk (PE).

GUESTS: Bormet (PE), Brozovich (RP), Carter (SL), Close (SR), Elsner (HC), Fane (LP), Finnerty (NC), Finney (JC), Groth (EM), Gunn (EJ), Hancock (LP), Hoffman (TC), Hoste (CL), Ippolito (RP), Kosinski (DK), Long (EM), Martin (MP), Mason (RL), Nobiling (RP), Nowak (MR), Posing (MN), Ryan (JO), Shelton (NL), Studer (HD), Thomas (RP), Thompson (KK), Vandewoestyne (SL), Wood (JO), Yoeckel (SN), Zielezinski (SA).

I. Welcome – Landis (PC) began the meeting and welcomed everyone.

II. Roll Call of Committee Members for Attendance

III. Review Agenda for Additions/Corrections – The topic of “New Member Updates” was added to the agenda.

IV. Approval of Minutes from October 18, 2022 – Watson (HC) made a motion and Sangston (MA) seconded to approve the October 18, 2022 minutes as written. Minutes approved.

V. New Topics

a. Discussion About how the Committee Will be Chaired – Rici Dale (RL), former chair, has resigned from Reddick Library and left PrairieCat. Two options were presented to the committee members as far as selecting a new chair. The committee can continue to have a committee member volunteer to be chair or have a PrairieCat staff member serve as chair, which is allowed according to the PrairieCat bylaws. The consensus of the committee was for a PrairieCat staff member to chair the meetings and it was agreed that Landis (PC) would serve in this capacity.

b. PrairieCat Policies Regarding the use of Materials Owned by Other Libraries – PrairieCat currently has multiple policies and procedures regarding the use of materials owned by other libraries.

Landis (PC) asked that libraries follow these policies and treat other libraries' materials appropriately.

- c. **Statistical Group Code** – The February “Did You Know?” focused on the Statistical Group Code which is a unique numeric code assigned to each PrairieCat library that tracks circulation activity and statistics. For example, when an item is checked out, checked in, or renewed, the stat group code associated with the login that performed the transaction is written to the item record. You can see if the item was checked out at library, a self-check station, or renewed using Encore (code 997). The statistical group code can be used also in Create Lists to see how your items are circulating at other libraries. The PrairieCat support site (<https://support.prairiecat.info/>) has two links to the lists of Statistical Group Codes. To see the lists, click on **Resources**, then **Codes** and scroll down to the bottom. The lists can be printed sorted by stat group code or by library name.
- d. **Vote Required : Collection Agency Policy** – A new Collection agency policy was discussed and the committee came up with a new policy:

Collection Agency Policy

Multiple PrairieCat libraries use a collection agency. The Committee adopted the following policy to govern how patrons are submitted for collections. Note that this policy will now be submitted to the Administrative Council for approval, so it is not yet an adopted policy:

PrairieCat libraries can choose to have their patrons submitted automatically to Unique Management regardless of the materials' owning library.

Libraries can also submit patrons to a collection agency manually using the following guidelines:

1. A library can submit another library's patron if the patron owes \$50.00 or more on the submitting library's materials. The \$50.00 threshold is for materials owned by the submitting library only. Collection fees and fines are not included in the threshold amount.
2. The submitting library is not required to contact the patron's home library regarding the patron's collection status.
3. No patron under the age of 18 without a parent's name on the account will be submitted for collections.
4. Libraries may purge/waive collection fees owed to other libraries only if the fee is 7 or more years old. It is best practice to notify the submitting library of the waiver and the patron's name.

- e. **Batch Holdings (OCLC) Project Update** – The project to update PrairieCat holdings in OCLC has been completed. If you receive a request via WorldShare for an item that has not been in your collection for more than a few months, please submit a Help Desk ticket here: <http://helpdesk.prairiecat.info/>
- f. **Review of Old Billed Items Procedure** –Once an item is billed, it remains in the catalog for approximately 9-10 months (and remains checked out to the patron). On the first of each month, a report of these items is made available and member libraries have that month to check their shelves for the items. On the first of the following month, the old-billed items are batch checked in (this leaves the bill intact on the patron record) and the items are withdrawn from the database. Multiple libraries have reported receiving these items after they have been deleted, so the timeframe for this process has been extended from 9-10 months to 12 months.
- g. **PUG Day** - The date for PUG Day will be announced soon and will be in September 2023. If anyone would like to do a presentation at PUG Day, he or she can send a request to Liz Smith (PC) soon.

VI. Friendly Reminders

- a. **One-on-One Training Session for Manage Holds Function** – The Manage Holds Function should be used on a regular basis. There is a video in Talent LMS that can be watched. Landis (PC) will do a free one-on-one Zoom session with anyone who needs it. The session should last 30-45 minutes.

VII. New Member Updates

- a. **Byron Schools** – Byron has three schools that are union list members. PrairieCat staff did a data load for Byron schools about 2019. Byron High School finished entering their items in January. Byron Middle School should be completed soon. The Mary Morgan Elementary School is scheduled to finish next year. The elementary school does not have a dedicated staff person and their data entry is being done by the junior high and high school librarians when they have time.
- b. **Putnam Primary School** - The Putnam Primary School is still adding items and hope to be completed by the end of the school year.

- c. Lostant Community Library** – The Lostant Community Library’s data entry is almost complete. They may go live in early March.
- d. Rock Island Public Library** – The new Rock Island Public Library Watts-Midtown branch had a soft go live this week and is not filling holds yet. A grand opening is coming the end of February and has not been announced yet.
- e. Western District Library** – The Western District Library is closed for renovation. Their reopening is delayed because of supply chain issues.
- f. Harvard Diggins Library** – The Harvard Diggins Library is closed for February for remodeling.
- g. Mount Carroll District Library** - The Mount Carroll District Library is currently a union list library and will be upgrading to circulating. They are doing renovations and are waiting for elevator parts due to supply chain issues. Their current internet connection is not good at their temporary location. They are not filling holds.

VIII. BYPT “Bring Your Problems Time”

- a. Library Closures or Updates** – If a library has a remodeling project coming up and will be closed, please open a Help Desk ticket to let PrairieCat staff know. Also, let PrairieCat staff know if your library is making any changes such as adding a self-checkout station, or anything requiring 3rd-party integration.
- b. Holds For School Libraries** – School library collections will be made non-holdable in the first two weeks in April.

IX. Next Circulation Committee Meeting: April 25, 2023, 1:00 pm, via Zoom