

PRAIRIECAT CIRCULATION COMMITTEE
AGENDA
August 22, 2023
1:00 PM via Zoom

The PC Circulation Committee will meet Tuesday, August 22, 2023, at 1:00 pm via Zoom. To join the meeting, please visit:

<https://prairiecat-org.zoom.us/j/83834294134?pwd=eW83MU92QkVVTIJCRHJyNHBLUmwXQT09>

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.

- 1) Welcome
- 2) Roll call of committee members for attendance
- 3) Review agenda for additions/corrections
- 4) Approval of minutes from June 27, 2023
- 5) New topics
 - a) Welcome back to our school librarians
 - b) Upcoming cleanup projects:
 - i) Old manual charges
 - ii) Old billed items
 - iii) Unique ID cleanup
 - iv) Holds cleanup
 - c) New and Upgrading Libraries
 - d) PUG Day
- 6) Friendly Reminders
 - a) Clear holdshelf procedure—ALL libraries should be using
 - b) Manage Holds procedure—ALL libraries should be using
 - c) Working with failed notifications in your library email account
 - d) Proper handling/placement of pink condition notices
- 7) BYPT “Bring Your Problems Time”

Next Circulation Committee meeting: October 24, 2023, 1:00 pm, via Zoom