

**PRAIRIECAT CIRCULATION COMMITTEE**  
**AGENDA**  
**April 26, 2022**  
**1:00 PM via Zoom**

The PC Circulation Committee will meet Tuesday, April 26, 2022, at 1:00 pm via Zoom.  
To join the meeting, please visit:

<https://railslibraries.zoom.us/meeting/register/tJEcumopzwoGdFNXEoSAD1m9eQgmOP2ZcZZ>

These are open meetings and everyone is welcome to attend and to contribute, but only the committee members may vote.

*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, 22, 2022
- V. New topics
  - a. Call for nominees for the FY23 election. Nominations accepted until 04/29.
  - b. Expiration date field in patron record. Vote needed to change field from required to optional in PrairieCat Circulation Policy & Procedures Manual.
  - c. Information on Mark Lost Item and Mark Damaged Item functions  
[https://support.prairiecat.info/system/files/Members/201812/TB18%20-%20Managing%20Problem%20Items%20in%20Sierra\\_0.pdf](https://support.prairiecat.info/system/files/Members/201812/TB18%20-%20Managing%20Problem%20Items%20in%20Sierra_0.pdf)
  - d. Discussion of patron purge procedure/recommend best practice
  - e. Reminder for end of school year
  - f. Spring clean patron data (optional procedure)
  - g. Demonstration of fines paid function
  - h. Ideas for monthly Did You Know eNewsletter column  
<https://support.prairiecat.info/documentation/64582>
- VI. Pug Day 2022
- VII. BYPT "Bring Your Problems Time"
- VIII. Next Circulation Committee meeting: June 28, 2022, 1:00 pm, via Zoom