

SWAN-Circulation Committee Minutes

06/19/2007

Recorder: Joshua Lambert

Members Present

- Amber Carr, MSSU
- Casey Gann, Forest
- Tony Garrett, BBC
- Jon Jones, BBC
- Josh Lambert, MSU
- Courtney Mlinar, Cottey
- Shirley Moentnisch, MSU
- Rick Oliver, AGTS
- Amy Presley, OTC
- Matt Simpson, Crowder
- Tracy Sullivan, Drury
- Donna Young, SBU

Introductions

There were a few people who had never attended a SWAN-Circulation meeting.

MAAC Committee Representation

Joshua mentioned that he had recently been approved to serve as the SWAN representative on the MAAC (MOBIUS Access Advisory Committee). He mentioned that Amber was the alternative and suggested she try to get on the MAAC mailing list.

MOBIUS Lost Book Policy

Joshua presented a working version of the MOBIUS Lost Book Policy as created by the MAAC committee on March 19, 2007. Tracey asked if the changes were in response to the issues between Drury and MSU discussed in the previous meeting. Joshua said that they were not as far as he knew. The MAAC committee had been working on the policy revision for more than a year. Tony described where in the process the Drury/MSU issue was in terms of resolution from the SWAN coordinator perspective. As of this time, nothing is resolved.

Hold Cancellation Messages

In February Joshua sent a message to the SWAN-Circ members asking how people handled cancelling holds that their own patrons placed on items contained at their home library. Nobody else on the list seemed to do that very much. Joshua further asked if it would be OK for MSU to add another SWAN "Hold Cancellation" option and nobody objected. MSU subsequently added another option and found

out that the option may not be visible to others in the cluster after all. Nobody in the meeting knew for sure if it was or not but they were glad to know that other options could be added.

Expired MOBIUS Holds

Joshua said that checking out books whose holds had expired (due to 7 day expiration) creates problems with the ILL software. The problem is that an item can be checked out 8 days after the borrowing institution receives it but the due dates in the lending institution's cluster catalog do not correspond to those seen in Millennium by staff at the borrowing institution. Therefore it is important not to keep MOBIUS Loan books on hold shelves longer than 7 days. A number of people said they would have to change work processes to accommodate this.

Procedures for Billing SWAN Patrons

Matt suggested that when someone accepts money from a student from another institution and subsequently removes a MOBIUS block that the student's home library be contacted. This would be useful because the student's home institution does not know when to remove encumbrances on accounts (and therefore allow students to get transcripts or graduate) . Matt suggested this as a courtesy, knowing that it might not be possible for some institutions to always do. Shirley said it would be difficult to do with the volume that MSU handles. Most people try to do this.

Paper waste

Donna asked if people would think about different processes related to MOBIUS/SWAN loans and determine if there were ways to eliminate usage of paper. There seemed to be consensus that there was no way to avoid printing paging slips and book bands but that transit slips were unneeded.

Review of the Procedure Manual

We continued to review the procedure manual. We completed review of pages 4-8 or "Establishing a PIN" to "To fill a request from a library in the SWAN cluster." Donna will make the changes and send a revised file to all SWAN-Circ members.

Next Meeting Date Set

The next meeting will be held on November 8, 2007 at 10 AM. It will be held at SBU, in Bolivar.