

The November 18, 2004 meeting of the SWAN Circulation Committee was held at Ozarks Technical Community College. The following persons were present:

Tony Garrett—BBC  
Camille May—BBC  
Rebecca Kiel—Cottey College  
Todd Wilkinson—OTC  
Amy--OTC  
James Capeci—MSSU  
Matt Simpson—Crowder College  
Tracy Sullivan—Drury University  
Donna Young—SBU  
Esther Siler—SMSU—Meyer  
Shirley Moentnisch—SMSU—Meyer  
Jeffrey Lawson—SMSU—Meyer

The first topic discussed was the election of a new committee chair. Due to a lack of volunteers, the committee agreed to leave Esther Siler as chair for the time being. The topic will be addressed again during the summer of 2005.

The second topic addressed a concern over book bands. Should items be sent directly to the next patron on hold without going back to the home library first? For example: a SMSU book is checked in at Drury, and comes up with a hold for a patron at Cottey College. Does Drury send it to Cottey, or back to SMSU first? The committee decided that these items can be sent directly to the next patron on hold by putting the book band on backwards, with the pickup location, name of the patron, owning library, and space for “date due” clearly on the book bands. It was suggested to throw away the old book band, and use a blank one, only in reverse. This would make sure the item gets to the next patron as soon as possible, while also making sure a book band is on the item.

The committee also addressed type of book bands used for items. If one has an inn-reach paging slip for an item going to a SWAN school, which book band should we use? The coordinators had stated that it’s based on the institution. SMSU and Drury stated that they go by the type of paging slip (if there is an inn-reach paging slip, it gets a green band). It was suggested that this topic be addressed at the December 3 coordinators meeting. The committee would like to have a good reason for matching the band to the patron vs. matching the band to the paging slip. One concern is efficiency of processing the holds. Everyone is willing to change how this is done; the committee feels however, that we should all be doing things the same way.

The committee also discussed the PIN wording for viewing your own record in SWAN/MOBIUS. Everyone requires a PIN in SWAN. There is not a choice in this matter. Everyone agreed to push for an enhancement rewording the PIN problem. The committee asked if each cluster has the PIN wording as confusing as it is in SWAN. SWAN gives access to patron records and MOBIUS does not get into individual patron records. Esther will ask Wendy if PIN is required on home cluster catalogs. It would

most likely be easier to change the wording for the PIN rather than eliminate the PIN requirement altogether. The committee would like the PIN wording changed and will recommend this to the coordinators.

Committee members reported seeing the mysterious “red bags” coming in Lanter deliveries. Someone reported receiving an email concerning this and will forward it to all other committee members.

The committee discussed reporting damaged deliveries, as there was some confusion concerning reporting damage. The committee agreed that the owning library should report damaged deliveries to Lanter. Donna stated that ALA Interlibrary Loan rules state that an ILL book is the responsibility of the borrowing library from the time it leaves the home library until it is returned. The committee thought that there was a policy concerning this issue, and Tracy volunteered to investigate the MCO website and report back to the committee.

The next meeting of the SWAN Circulation Committee was tentatively scheduled for February 17, 2005 at 10:30 AM. It will be held at Drury University in Springfield.