

## **SWAN Circulation Committee Meeting**

### **June 22, 2006**

- I.   Members Present  
Tony Garrett—BBC  
Catherine Code – AGTS  
Todd Wilkinson—OTC  
Barbara Dickensheet – Drury University  
Amber Carr – MSSU  
Josh Lambert – MSU  
Matt Simpson—Crowder College  
Tracy Sullivan—Drury University  
Donna Young—SBU
- II.   Approval of Minutes from Last Meeting  
Todd Wilkinson made the motion to approve the minutes and Tony Garrett made the second motion to approve the minutes. All were in favor.
- III.   Discussion of how this meeting came into existence. Matt made the first motion to approve Donna the chair of the committee and Josh made the second motion to approve Donna as the chair of the committee. All were in favor. Tony will contact Wendy McGrane to have Donna listed on the MCO website for SWAN circulation committee.
- IV.   Proposed Meeting Dates  
The committee should meet at least twice a year. November 7, 2006 will be the fall semester (at Cottey College). We may have to change, but will let individuals know for sure at a later date. June 5, 2007 will be a spring meeting.
- V.   Book Band  
Should the cluster institutions be listed on the book band or do we not need that information? We will keep the list of cluster institution, as well as their code, on the book band. We will not include the pickup box as on the MOBIUS book band. We will bold the institution's name (and their code) on the book band. We will adopt the MSSU institutional list. All institutions will put last name, first name in a similar fashion as the MOBIUS book band. The warnings notice will be at the top and the bottom of the book band. Matt will be the person to develop the new book band and send it to the committee for final approval. Tony read the coordinator's decision about the color of the book band matching the institution and not the process.
- VI.   SWAN Circulation Procedures manual was discussed about updating it. We then discussed reports and whether they are in telnet or millennium. Barbara will send out the long overdue/in transit, etc to the committee. Donna will send out her copy of the SWAN circulation procedures manual to the committee.

- VII. Patron holds on accounts  
Anytime there is a block on a patron account, please add a note to explain the reason for the block – not in the message, but in the note field. Be sure to read the entire note field for each patron. (e.g., Patron has material from a different institution – put a MOBIUS block on the record (\$20 or more) [any fine should be listed as a patron block until it is paid or put on school bill] – add note, not a message, about the reason for the block on the patron record (reason, institution, initials, date) – once clear from your institution (remove your own note; not other institutions
- VIII. Discussion of institutional reserve procedures occurred. Donna and Tracy will send copies of their reserve forms to Amber.
- IX. The meeting was adjourned by Donna.