

The November 20, 2002 meeting of the SWAN Circulation Committee was held at 10:00 AM at the library on the campus of Southwest Baptist University in Bolivar. The following persons were present:

Esther Siler—SMSU-Meyer Library
Shirley Moentnisch—SMSU Meyer Library
Donna Young—SBU
Larisa Hart—OTC
Matt Simpson—Crowder College
Tracy Sullivan—Drury College
Becky Kiel—Cottey College
James Capeci—Missouri Southern State College

No previous agenda was set for the meeting. Esther began with the main topic—that of the SMSU ID cards. New SMSU ID's have the patron's name and picture. Patron numbers (unique ID's) are encoded on a magnetic strip on the reverse of the card. There have been objections to previous proposals to look up the name or have the patron verbally give his or her Social Security Number (the SMSU patron number). SBU has a policy of not looking up patrons by name. Drury would rather not take a verbal number. The suggestion was made to give an ID number and cross-check this with the name and picture on the ID. Donna had a concern with names not being unique. Patrons using different libraries need to have some sort of ID on them. Esther stated that previous policy was to use only a patron's school ID. Donna stated that SBU's policy was not written down, and she would have no objection to putting in a name or number, as long as the patron had a student ID. SMSU changes their ID's periodically—policy would have to change in that case. Donna suggests using caution in looking up patrons by name. Using a patron number would make it easier to catch a mistake (Student workers are prone to error).

Everyone agreed that the patron MUST have their student ID for checkout (not drivers' license, passport, etc.). SMSU will accept other forms of ID for SMSU patrons only—patrons from other institutions must have their school ID. Becky told us that Crowder students in Nevada had not been issued ID cards, and revealed that her own ID didn't work in SWAN when she tested it earlier. Cottey ID cards have no number printed on them—just a barcode (her barcode apparently brought up someone else's record). She had a concern that if the barcode was replaced, the ID could be viewed as suspicious. When Donna scanned Becky's barcode, it asked her to choose between an item record and a patron record. Once the patron record was chosen, it did bring up Becky's correct record. Becky was advised to let Mobius know of this problem and to not "make do" with replacing barcodes on ID's.

Members were reminded that not all barcodes will scan on everyone else's equipment. For example, Drury and SBU item barcodes will not scan on SMSU's barcode scanners. Tracy stated that her scanners were the same; workers would have to type in the barcode number. Becky stated that it seemed like we need some kind of policy whereby we look up and verify patron information. Tracy added that there will be instances in which we

MUST type them in and be more proactive at the service counter. It was suggested that whenever possible, the patron number be the first way to look up a patron, with other methods following if a number is not available. What would happen if a card/barcode will not scan? The best method would be to ask the patron for their ID number; it would be highly unlikely that a patron didn't know their ID number. Esther stated that if an SMSU patron didn't know their ID number, it would be fine to refuse checkout. Patrons need to know their ID numbers anyway to request items and check their records online. Everyone agreed that the number was to be used whenever possible as the first method of looking up patrons.

It was asked if there was a way to get rid of duplicate records. For example, Corky (at OTC) has several records. If a record is not current, can it be deleted? Deleting records needs to be done by the school that has the record. For example, if we find someone with a Missouri Southern expired record, contact Missouri Southern and give them the patron information to see if the record can be deleted. Everyone agreed that if a patron record is expired, call the circulation person at that institution to check into the record.

Esther explained the agreement that exists between SMSU and Forest Institute. If someone has a Forest ID and says that they are part of SMSU, please call SMSU to verify patron status.

If you have a patron with an ID that has no information/record in the system, please send them back to their home library. Do not check out to them. For example, OTC has to get ID's and get records created at the OTC library.

Becky had a question about collection development and whether or not we use scat tables in Mobius. She was given the names of some people to contact that use these, and was referred to Wendy at Missouri Southern for help.

Tracy questioned when we'd be discussing purging of the fine records. Esther suggested contacting Wendy as the liaison to the State. MCO has been randomly picking dates and purging closed fine records. Outstanding fines have not been purged—only paid fine records. Shirley stated that this problem is on the enhancement list and that she has strongly voiced her opinions on this matter.

Tracy reminded us that Drury limits graduating seniors from checking out items if they owe fines. Drury is putting messages on these patron records. If you see this message, and it's close to graduation dates, do not check out to these patrons past the expiration date on their record. Esther requested that this information be e-mailed to her.

To review:

- *Patrons must have a school ID to checkout at another institution.

- *If possible, enter the patron number, scan barcode, or take a verbal number and verify the name and number on patron record.

*If the barcode doesn't scan, type in patron name, ask for number. If the patron doesn't know their number, it is acceptable to refuse checkout.

Esther asked Donna to send everyone a draft of this policy.

There were questions about renewals in SWAN. SWAN currently allows one renewal. If someone needs an SMSU item for longer, Esther said it was fine to renew a second time if there is no hold on the item. If an SMSU student has SMSU books and owes SMSU money, if they go to another library to renew their SMSU items, please do so—if they are not blocked in any way. Please follow rules for checkout/renewals as pertains to Mobius and unpaid bill blocks.

Tracy will begin writing/drafting policies and procedures discussed in this and previous meetings. When there's a rough draft, she'll send them to everyone. Much of this can be done by e-mail, but it was stated that it's definitely helpful for the committee to meet in person.

We will discuss meeting in January by e-mail. With winter weather considerations, the next meeting is tentatively scheduled for late Feb./early March at Crowder College.

Donna will send everyone a draft on policy pertaining to ID's with no numbers. Tracy will be sending everyone a rough draft on other policies.