Members:

|  |  |  |
| --- | --- | --- |
| Lisa Farrell | Director of Library Services | East Central College |
| Steve Strohl(MOBIUS Organizer) | Associate Director, Member Services | MOBIUS |
| Joshua Lambert | Head of Access and Testing Services | Missouri State University |
| Lori Nash | Lead Library Assistant | St. Charles Community College |
| Frederico Martinez Garcia | Head of Access Services | University of Missouri-Columbia |
| Leisa Walter | Interlibrary Loan & Public Services Library Assistant | A.T. Still University |
| John Mooney | Library Assistant – Interlibrary Loan | Camden County Public Library |
| Donna Bacon (Ex Officio) | MOBIUS Executive Director | MOBIUS |

Members Absent:

|  |  |  |
| --- | --- | --- |
| Name | Title | Institution |

Guests or Proxies Present:

|  |  |  |
| --- | --- | --- |
| Name | Title | Institution |

**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

1. Call to order.
2. Adoption of the Agenda.
3. Approval of minutes from our initial meeting, held in Columbia on October 22nd, 2015. Previous agenda and minutes can be found <https://mobiusconsortium.org/circulation-and-courier-committee>.
4. Information items:
	1. Website: <https://mobiusconsortium.org/circulation-and-courier-committee>
	2. E-mail lists:
		1. For the committee: comm-circ-courier@lists.mobiusconsortium.org
		2. Interested members of MOBIUS:

circ-courier@lists.mobiusconsortium.org

1. Unfinished Business:
	1. Circulation:
		1. Lost Materials
			1. We had a procedure under 1st Choice, it’s time to look at formalizing one under STAT.
			2. How are claims going under STAT, are they being filled in a timely manner.
			3. Books lost before STAT took over should come to MOBIUS’ attention.

***NOTE:***

[https://docs.google.com/spreadsheets/d/1vYUioKpc-tMZTS0h-YFKqdmc9-Hv43zWImvIdXkTUZI/edit#gid=1951478235https://docs.google.com/spreadsheets/d/1vYUioKpc-tMZTS0h-YFKqdmc9-Hv43zWImvIdXkTUZI/edit - gid=1951478235](https://docs.google.com/spreadsheets/d/1vYUioKpc-tMZTS0h-YFKqdmc9-Hv43zWImvIdXkTUZI/edit#gid=1951478235)

*\*Many materials continue to show up just when you think all hope is lost.*

*\*Please direct lost materials to the MOBIUS office.*

*\*E-mail to* *courier@mobiusconsortium.org* *will open up a ticket.*

*\*We will work with you to resolve outstanding issues.*

*\*ALA Guidelines; borrowing library pays, but we want to track the process.*

*\*MO-MO materials via STAT only is easy.*

* 1. Courier:
		1. Direct service from Springfield to Tulsa as of last fall.
			1. Tulsa will be scanning soon.
		2. Iowa courier network still taking shape.
			1. Visit in January seems promising; should have an update in early March.
		3. We have a line item in the budget next Fiscal Year for more bags/totes.
		4. We’ve ordered 500 totes – scissor top with lids that won’t come off.
		5. New Bags have come in and gone out – any concerns thus far that you’ve head about?
		6. MALA update.
		7. Colorado update.
		8. Any issues/complaints?
1. New Business:
	1. Circulation:
		1. From Lisa: **STATS** - We have been tasked to consider changes to the statistics listed on <https://mobiusconsortium.org/view-lending-borrowing-statistics>. Specifically. lines 29 through 44, but as a whole as well. I suggest that you ask your colleagues if this information is still accessed, and how used. Is all information needed or what if left up to it's available upon request, maybe only the final year-end summary? Once we get a general feedback from committee then we can decide to take it to the entire MOBIUS for their thoughts or just make a recommendation to entire MOBIUS group.
		2. From Lisa: **A-V Lending** - Should we encourage additional A/V lending (I had a request about this), lending with Colorado and in general? Do we want to keep a list similar to this and then share with others, for example:

East Central lends any A/V with Sierra or Interlibrary loan.

Policies could include:

* Intracluster only
* Within full-MOBIUS members only
* To Coloroda, CLIC
* To MALA through Interlibrary Loan
* Worldwide through Interlibrary Loan

The A/V my library lends is:

* DVDs – documentaries
* DVDs – feature films
* Music CDs
* Audiobooks (any format)
* VHS

My patrons borrow A/V:

* DVDs – documentaries
* DVDs – feature films
* Music CDs
* Audiobooks (any format)
* VHS

My library has some restrictions on lending A/V to MOBIUS and ILL patrons.  Please list those restrictions (6 months on new purchases, no feature films, no TV series, etc.)

* + 1. MOBIUS-Colorado Alliance Policy Document:
			1. <https://docs.google.com/document/d/11W8D3uPTKKLlR6J3K_YAxMiks328mH-lsy3YVIgj9Q0/edit>
		2. From Freddie: **Bed Bugs!**
			1. How wide-spread is the problem?
			2. What can we do to get the word out and to help?
	1. Courier:
		1. From MOBIUS: **Lost in Translation** - How should handle materials that are lost as part of an ILL if they go through our courier network as opposed to those materials lost solely from within the MOBIUS network where STAT is in control of the process from beginning to end?
	2. General Interest:
		1. From MOBIUS: **New Web Site** - Current policies and procedures are being reviewed to be added to the new MOBIUS website.  Mostly procedures and will be taken to the committee for review at some point. More on this in advance of our next meeting.