Members online for the meeting:

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| Bathsheba Love, 2017-2019(Committee Chair)  | Library Circulation Services | Missouri Valley College |
| Jenna Ryner, Board Member | Director of Library Services | Missouri Baptist University |
| Clara Fehrenbach, 2017-2019  |  Interlibrary Loan and Reserves  Librarian | Washington University |
| Bradley Kuykendall, 2018-2020  | Reference Librarian  | Lincoln University |
| Shelly McDavid, 2017-2019  | Head, Access Services | Missouri University of Science and Technology |
| Donna Monnig, 2018-2020 | Library Services Specialist | Moberly Area Community College |
| Robert Powers, 2018-2020 | Access and Learning Services Librarian | Rockhurst University |
| Lisa Young, 2017-2019 | Access Services Director | Lindenwood University |
| Steve Strohl, MOBIUS Organizer | Associate Director, Member Services | MOBIUS  |
| Donna Bacon (Ex Officio) | Mobius Executive Director | MOBIUS |

Members Absent:

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Guests or Proxies Present:

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| Amanda Sauerwein, Circulation Coordinator | Missouri University of Science & Technology |

**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.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Connection information**: On the web at <https://www.uberconference.com/mobius1> (there is a connect by phone option where the system call you or you can connect via voice over IP to your computer). Another option; you can also dial-in separately by calling **573-369-6832**.

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**

a. Confirmed that all of the Board members are on the “comm” list.

* General Interest is **circ-courier@lists.mobiusconsortium.org**

Welcome by Bathsheba & Steve at 1:35 pm.

1. Call to order by Bathsheba at 1:39 pm.

2. Adoption of the agenda as sent out earlier in the week; motion by Bathsheba and seconded by Bradley at 1:43 pm.

3. New Business: Bathsheba and Steve detail the following which needs committee review of information and process moving forward:

a. Contact information on the web site: <https://www.mobiusconsortium.org/node/95>

b. E-mail list discussion and update.

 i. Idea Lab – III web site; new way of proposing ideas and software development

ideas. Committee to consider what we want and engage with Innovative on.

c. Sierra 4.0 feature – Automatic Renewals (Discussion) – Steve highlights one of the key, new features of the latest release.

 i. Shelly indicates that MST & UMKC have turned this on about a month ago.

 ii. MU and UMSL have not turned it on yet.

 iii. Seems to be going OK.

 iv. Appears that this feature can be turned on by the individual library and is not an all-or-nothing decision for the entire cluster/server.

 v. Bradley asked Shelly about how this impacts reserve materials. Shelly indicated that reserve items are set to 0 – not renew.

 vi. Follow-up question on how this works when you have one library (MS&T, for example) who allows this and one (MU, for example) that does not. Shelly indicated that both libraries in question have to allow this automatic renewal (and under appropriate conditions) for it to occur.

 vii. Shelly offered to share the notice text for this new feature.

 viii. Bathsheba indicated that at MOVAL that they set up their policies where they get their materials back at the end of the semester (in May). Would this work? Shelly indicated that this is not required at MS&T so we don’t know for sure. Steve mentioned he will inquire about the flexibility of this feature with Innovative.

 ix. One concern – that patrons that aren’t enrolled in the next semester have a different expiration date.

 x. Shelly mentioned that their current policies include automatic renewal up to two times. This applies to AV materials as well. Potentially, a patron may have an AV item up to 30 days total with the two renewals.

 xi. Shelly mentioned that there’s been no MERLIN discussion since this went live so they need to talk about how it is working and what comes next (MU & UMSL).

 xii. Robert asked that if the automatic renewal feature is turned on, then is the renewal calculated from the due date or the courtesy notice date? Shelly indicated it was calculated from the due date.

 xiii. Bathsheba asked about grace periods and fines. Shelly mentioned one result of this change is that fines are greatly reduced; some grace periods are de-emphasized with the renewals and overall they collect less money.

 xiv. Robert asked about how automatic renewals would work with INN-Reach and the Union Catalog, and inquired about the possibility of revisiting the MOBIUS loan period and renewal options for audiovisual materials. Currently, the MOBIUS Policy on Borrowing and Lending AV Materials specifies that audiovisual items are loaned for a minimum of ten days, and renewals are not permitted. Steve mentioned that was a completely other conversation but MOBIUS would investigate what the potential functionality options might be. Concerned about having overly confusing loan policies and rules on INN-Reach (and with Peer-to-Peer) and we want the shared policies to be simple, predictable, and something you could recite as part of an elevator pitch. We also don’t want different behaviors depending on which library is filling a request.

d. Proposed circulation enhancements in Sierra.

 i. Idea Lab is Innovative’s general bulletin board for ideas of all kinds, including

 software enhancement ideas. (Note that there isn’t a formal enhancement list

 anymore.)

1. <http://innovativeusers.org/system-enhancements/idea-lab-faq.html>

e. Bathsheba asked about Patron Photos with Sierra. Shelly mentioned that MU has it turned on; MST does not. UMKC is thought to be using it as well. Don’t know if it is turned on; Shelly will check on this.

f. Shelly has a concern about Create Lists in that she can’t pull a list of needed courses and items together. Steve indicated that this has come up before and he will inquire with the MOBIUS Help Desk and check to see if it is accessible via SQL. Will send that off list.

g. Robert had a question about View Outstanding Holds in that he believes it has difficulty picking up everything it should. Shelly indicated that MS&T had the same issue and she created a list that runs monthly and she will share that with the group. Wash. U. runs a similar list each week. Some of these things had fallen off.

h. Preparing a 2018 courier survey for fall 2018 was discussed. Steve will send the committee a survey draft from spring, and committee members will work to develop the survey. Robert recommended that the survey be distributed to membership in September at the earliest, as the beginning of the fall semester is a busy time for academic libraries.

i. Robert asked about the updated Lost or Damaged Materials policy, and the removal of “the billing fee can be waived by the borrowing library if the book is returned” line from the previous policy. There was some discussion about whether the default billing charge for MOBIUS items continues to be $120 ($100 replacement plus $20 billing fee), or is now a straight $120 replacement fee with no billing fee. Steve will send the full policy to the committee, but $120 is the maximum charge (per item) between MOBIUS members, and negotiation is encouraged.

4. Meeting adjourned 2:39 pm – Bathsheba made the motion and it was seconded by Shelly.