



Catamount Loans Committee

Meeting Minutes

Meeting Date: Tuesday September 9, 2014

IN ATTENDANCE: Deb Higgins, Wendy Sharkey, Jill Tofferi, Jill Chase, Sheila Kearns, Lindsay Bellville

Recap of July minutes:

- rewording of refund for payment of LOST and paid message went to Board for approval
- holds queue issues seems to be fixed, no one reported current issues
- need procedure for how to pay lending libraries for LOST items.

Consortia Loan Policies:

LOST items- the lending library is responsible for the lost item. An invoice template is being developed but a written procedure is still needed. Also need to decide whether a replacement copy will be accepted or if the item must be paid for.

Need to create an online consortia loan policy area where libraries can go to check procedures.

Will begin a discussion on Basecamp to begin collecting ideas for loan policy area

Discussion of emulating VoCal in regards to removing location data from hit list display- may want to implement when the consortia gets larger. User would click on item to find out which libraries own it.

ILL Loan Period:

Should ILL loan period be increased to 4 weeks or remain at the current 3 weeks?

Three week period was consensus of those attending meeting.

Can we ask VALS to establish a standard ILL time frame? Jill will contact VALS

Need for consistency between libraries in regards to loan periods, item types, and patron types:

Some libraries have added additional types which were not established by the consortia

Some libraries have been changing loan periods and overriding policies. Member libraries need to follow policies decided by the consortia.

Discussion of spreadsheet emailed by Jerry showing the established guidelines.

Request for board to require consistency of categories and circulation rules from all Catamount library members.

Reminder that circulation rules are determined by patron type and libraries must use established patron types, not add new ones.

Sheila will write up the request for board and email it to Deb to submit.

Koha 3.16 upgrade training:

Upgrade does not seem to include many new changes.

Some questions regarding the new due date option on check-in page. When would this feature be used?

Upgrade being delayed due to problems with notifications.

Wendy reminded everyone they will need to double check all their notifications messages once upgrade is complete to make sure they are correct.

Print command will now have an autoprint option like quick slip does.

Autoprint feature for notices when patrons do not have email.

Patron will be able to invite others to view their private lists.

Most upgrades seem to focus on acquisitions and serials.

No roll out date for 3.16 at this time.

The Loan group does not have any recommendations about system preferences for the board.

Bootstrap- Ed will be sending out unique URLs to each library for system testing with Bootstrap. No information on when at this time.

Open meeting rules:

Agenda must be posted 48 hours before the meeting

Meeting minutes must be posted in 5 working days after the meeting

Agendas and meetings should be sent to Mary Kasamatsu, director of Waterbury Public Library to post on the Catamount website.

Additional business:

Russ is having problems putting holds on Rutland's YA collection. No one else reported having issues. Sheila advised Russ needs to send info (who was logged in, etc) and screen shots so situation can be recreated.

No other problems or issues raised for discussion.

Next meeting scheduled for Thursday October 16 at 2:00 p.m.