

Catamount Loans Group

Minutes 1/22/15

Present: Deb Higgins (Rutland), Karen McDonnell (Rutland), Sheila Kearns (VTLIB), Jill Tofferi (Fletcher), Wendy Sharkey (Bennington), Jill Chase (Waterbury), Therese Marcy (Brooks), Greg Tisher (Royalton), Linda Hartin (Morrisville), Constance Murphy (Deborah Rawson)

December minutes were reviewed and accepted

Circulation procedures manual

Everyone agreed that we should start putting together a circulation procedures manual. Sheila suggested it would be better to train from this rather than the training manual we have been using.

Sheila set up a section under Catamount Loans Project in Basecamp entitled *Circulation Procedures Brainstorm*, for everyone to toss ideas back and forth and then post our final procedures.

Deb will be posting the billing procedure here for final thoughts on it

It was agreed that whenever possible we will be using screenshots in our invoices as a time saving measure

Confirmfutureholds system preference

After discussion and clarification, the group unanimously agreed to change the number of days from 2 to 4. We will all keep track of the effects of this change to determine if it helps decrease the number of items we are borrowing from other CLN libraries. If need be, we will revisit this discussion.

Unrequited holds

Holds are being placed on long overdue items, and hence not being filled. Therese said they use report #85 – listing all overdue items with holds, so these holds can be taken care of quickly. Report # 399 was also suggested.

Movie circulation periods, should they be shortened

Wendy (Bennington) asked if we could discuss the loan period for movies with the possibility of shortening them. After much discussion, the majority (with the

exception of Wendy) agreed that the current loan period of 14 days worked well and did not want to shorten it.

Basecamp etiquette

Deb (Rutland) reminded everyone about Basecamp etiquette, keeping discussions professional. Jill (Fletcher) said she would post the CLN board's proposal for this and the best process for resolving disputes within CLN.

Rotating the task of taking and posting minutes

Karen (Rutland) requested that the task of taking and posting minutes rotate among Loan group members. Sheila (VTLib) volunteered to do it.

Best days/times for meetings

Deb requested that everyone post on Basecamp their "best day and times for meetings", so we can avoid folks having meetings scheduled on their day off or at other inconvenient times.

Respectfully submitted

Deborah C. Higgins