

Loans Meeting Minutes 6-18-2015

Present at the meeting were: Deb Higgins (Rutland), Wendy Sharkey (Bennington), Jill Tofferi (Fletcher Memorial), Constance Murphy (Deborah Rawson), Linda Hartin (Morrisville), Jill Chase (Waterbury), Catherine (Starksboro)

The minutes of the April meeting we adopted.

Items not showing up on the holds queue. ByWater have applied a patch to our system which Chris Bloomfield from Springfield will be testing. If anyone else would like to test it, then please contact Deb who will pass along instructions for doing so.

New patron message. It is now possible to customize each individual libraries e-mail for new patrons. This is done under Tool> Notices and slips. More information on Basecamp.

Limit of \$10 on outstanding fines for patrons to be able to place holds. No reported issues from any attending library.

Bennington/Bermuda triangle books in transfer. Starting about May 21st, 2015 until about June 5th, 2015 most of the packages mailed out from Bennington have not arrived at their destination. Bennington is working on this. In the interim libraries may want to cancel holds their patrons have placed on any Bennington items and add it to another libraries holdings. Also libraries that have items which they are waiting to be returned should consider marking those items as missing.

Check in/ out procedure. Deb was going to work on this, but the new manual on the ByWater page is much more detailed than before. Before wasting time and effort everyone should review this part of the manual. If any deficiencies are found, post them on Basecamp and the loans group will address them.

Long Overdue and lost/damaged items. This procedure was updated to better cover damaged items. It will be reposted to Basecamp by Deb.

Members of the loans group will check on Basecamp to figure out what procedure to work on next.

Submitted by

Wendy Sharkey