

CLN Loans Meeting 9/17/15

Attendees: Greg Tisher (Royalton), Wendy Sharkey (Bennington), Constance Murphy (Deborah Rawson), Sacha Krawczyk (Fletcher Memorial), Deb Higgins (Rutland), Linda Hartin (Morristown), Tammy Gould (Springfield) & Jill Chase (Waterbury).

July minutes were reviewed and accepted. Three new items were added to the agenda which will be addressed below.

Deb reported on what will be different after the next upgrade, due in October or November. Instead of handling print functions in the browser, there will be a print button in the Koha system which should make things more streamlined. And the bug that seems to be throwing off holds should also be fixed.

Item holds from other libraries have been turning up on new items. Some of us assumed this was an impossibility, but evidently that is only when “Next available” is chosen. If a staff member or volunteer puts a hold on a specific item marked new at another library, it will stick. We are asking that all libraries retrain if necessary to keep this from happening.

On another note, there was also a reminder to “release” your new items back into the main stream once they are no longer new. They should be switched after 6 months for books, and 1 year for AV materials.

It was suggested that we don't need to send mailing labels every time we send out books as they are piling up at sister libraries and overflowing. One idea was to wait until specifically asked to send more labels.

Wendy has started grouping the files associated with Loans on Basecamp, which she will continue. She demonstrated how it's done and we encourage anyone who adds a new document/file to Loans to give it the appropriate label so it will end up with its fellows. There cannot be a single caretaker for this job as only people who have created files may delete them. Therefore, if any of us find things that look like they need to be deleted among the files, please label it “To be deleted” (or find the appropriate label in those already created). Then periodically, each contributor can check the documents in that group and see if any of their own need to be deleted and do so.

Deb and Wendy just worked with Guilford on their Go Live and thought it a good sharing experience for trainers and trainees alike. The sooner we have a good handbook

up and running the better, though Deb did direct Guilford to files on Basecamp they could refer to. We are letting Guildford have a breather from holds for a week or so if at all possible. Their books that are currently checked out have been marked as “Lost” so that they don’t appear as “Available” in the CLN catalog until they’re returned. Deb said during training and at GoLive is also a good time to share tips for navigating Koha or facilitate things at the library that we’ve learned through experience. This brought up the idea of having a label and files that pertain to “Helpful ideas” (or a better name) in our Loans section of Basecamp. Anything we’ve come across or things we do could be placed here for access by other Loans Group members.

Constance was feeling that items that were overdue by 30 days should not automatically be considered “Lost” as this creates extra work tracking down what is actually lost and what is just overdue. The group decided to have items overdue by 30 days to be marked “Long Overdue”, then items overdue 60 days will be marked “Lost”. Constance noted that fines were also being accumulated by these items, though Deborah Rawson does not charge fines. A setting can be changed so that this doesn’t happen as in Waterbury and Morristown.

Finally we went over the Check-In Procedure for the manual, line by line, and made some corrections and additions. Deb volunteered Therese Marcy at Brooks (who wasn’t present so couldn’t protest) to produce some screen shots to go with the procedures as she had done such a great job on past documents. Thanks, Therese!

Today we had good attendance at the meeting, but are wondering if it would be good to have a constant meeting day, like the second Tues. of every month. Deb is entertaining opinions on this for next month. Weigh in!

Jill Chase (TEMPORARY scribe)