

Circulation Users Meeting

January 30, 2008

Meeting Notes

Libraries represented: Acushnet, Attleboro, Berkley, Bridgewater, Carver, Dartmouth, Dighton, East Bridgewater, Easton, Fairhaven, Fall river, Foxboro, Freetown, Halifax, Hanson, Lakeville, Mansfield, Marion, Middleboro, New Bedford, Norfolk, North Attleboro, Norton, Pembroke, Plainville, Plympton, Raynham, Rehoboth, Rochester, Seekonk, Somerset, Swansea, Taunton, Wareham, West Bridgewater, Westport

Bridgewater Decertification

The Board of Library Commissioners will make an announcement about the success or failure of Bridgewater's request for a waiver. If it is denied, the library will be decertified. It will remain open, it will continue to place and fill holds, and will continue to receive delivery. The trustees of public libraries may decide not provide service to residents from decertified communities. SAILS will post a list of libraries that will refuse service to Bridgewater patrons. School and academic libraries will continue to send materials to Bridgewater. Bridgewater will continue to be a member of SAILS.

A exact description of what will be done will be sent out to directors and circulation contacts after the MBCL meeting. In the meantime Bridgewater residents should get full services including the ability to obtain a public library card at any public library in SAILS.

C Client

SAILS support of the C client will cease after Feb. 29. It will continue to work but it is becoming unstable. Libraries might want to consider removing the C client from staff computers but it is not required.

Policies and Procedures

A new manual of Policies and accompanying procedures was distributed. Each section was discussed. A copy will be on the website and is being attached to the email with the meeting notes.

Expired Available Holds

The process was discussed.

Every library has a field in its record that indicates the number of days an available hold stays on the hold shelf before it expires. Each library may modify this number within certain limitations (contact SAILS if you want to do so)

This number of days is calendar days – it does not take into account closed days.

The default number we entered for each library was 10 days but this can be changed.

When an item is flagged to fill a hold the system enters an available hold expiration date into the patron's hold record. This date does not count the day the item is checked in.

The system will then email the patron an available hold notice. The language on the notice reads:

DO NOT RESPOND TO THIS EMAIL - IT IS SYSTEM GENERATED

These items are now available for pickup and will be held at the library as indicated below.

If you no longer need an item, please call the library.

Thank you.

The system supplies the available hold expiration date at the bottom of the notice.

The available hold expires at 11:59 p.m. on the date listed.

At 1 a.m. on the following day the notice that the available hold has expired is emailed to the patron and you get a copy of the notice.

The item will appear on your Clean Holds Shelf Report telling you what to do with it.

If special circumstances arise you can modify an expire available hold date in a patron hold.

You do not need to track holds on the hold shelf – the Clean Holds report will do that.

You do not need to do anything with the cancel available hold notice for the patron. This is for information purposes only and we send you a copy because it is not clear on the Clean Holds Report if an item appears on it because a patron canceled a hold or an available hold expired.

Clean Holds Report

Libraries are reminded to check the Clean Holds Report every day of the week including days when the library is closed. The Clean Holds Report is either emailed to libraries or you can find it in the RHA login.

Blanket Holds

This function seems to work better in the C client at the moment.

Creating Custom Tool Bars

This was demonstrated – directions are in the getting Getting Started with Java manual page 29.

<http://134.241.226.40/Circ/CircGettingStartedJWF.pdf>

Accumulate Fines

This was discussed. It is described in the Getting Started with Java manual page 22.