

# Circulation meeting notes – June 10, 2008

## **Symphony**

Laurie reviewed the release notes from release 3.2.1 (1 ½ pages). Some policy issues will need to be discussed before some features are implemented. The installation date is planned for the end of June and will require library staff to update the client and update some properties. This will be the only release for this year, except for possible patch clusters.

The E-library (iBistro) will be implemented in August, and it will have shopping cart-style features.

## **Search Tips for Circulation**

Laurie presented some search tips from her training sessions, including reducing unnecessary data on the screen, determining how many holds your patron has by using the Detailed Hold Count feature, configure options for item search, advanced search, format (for example, using “music” and “vm” for videos and DVDs.).

## **Maintaining your Library’s Calendar**

Debby reiterated the importance of deleting old line items of dates in the Library Calendar wizard so as to remain at no more than 64 lines (dates), otherwise the system will crash. For summer closings, it is recommended that you enter closed dates individually and not rely on the Saturday, Sunday, or other daily check boxes. The closing date changes go into effect at midnight.

## **Teacher cards**

Teacher cards are now available and are public library cards which provide loan privileges to teachers. These are only good at the teacher’s home library and are not good for best sellers.

## **Open Discussion**

Issues included patrons with multiple addresses, decertified libraries, and holds for schools in the summer.

## **Next Meetings**

January 27 and June 9, 2009

2 circ roundtables scheduled for October and late March/early April