

Circulation Staff Annual Meeting

Lakeville Public Library

4 Precinct St.

Lakeville, MA 02347

June 5, 2019

10 a.m.

Circulation Sets – the circulation side of using Circulation Sets.

Kathy Lussier discussed. SAILS will review renewal and forward information.

New Manage Holds Shelf Wizard

Laurie Lessner demonstrated the wizard and printing. Libraries should email support if they would like their Workflows holds report stopped.

Demo of Overdrive Reciprocal Lending Arrangement

Laurie Lessner demonstrated Libby

New voice notification notices

SAILS is working on new notices at this time.

Statistical reports in Google Drive

Laurie Lessner reviewed.

Policy review

Processing fees – which library keeps the money

At this time the checkout Library keeps any processing fees. This policy will be revisited.

Placing holds on multiple copies of the same title for book clubs

Multiple holds should not be placed on best sellers that are currently all checked out and not if you will be requesting every copy in the system. Use your best judgement to decide.

Accepting book returns from other network

Kathy Lussier discussed. MLS says that at this point slips should be used when putting books from another network into delivery.

ComCat – Managing Items In transit

Laurie Lessner discussed that ComCat items that are put in transit cannot be removed from the system. Items should either be returned in ComCat or when checking in in Workflows hit cancel when prompted to put in transit.

Errors with SMS Notice

The new system has more accurate error reporting. More errors are showing than previously. Lists of all errors will be sent to the libraries.

Reminders

Missing in Transit items should be discharged before putting in delivery

Tell patrons their PIN when they register

Enter patron emails regardless of their notice choice

News from other libraries

Many libraries are removing gender from patron records

Many libraries are going fine free