

The MERLIN Circulation/Reserves Committee met on Wednesday, May 28, 1997 at the Library Systems Office in Columbia.

Present: Sara Van Looy, MU Journalism; Mary Ann Samson, SLU Law; Needra Jackson, MU Law; Jill Standley, UMR; Robert Sanders, UMR; John Meyer, UMC-Ellis; Carol Green, UMC-Ellis; June DeWeese, UMC-Ellis; MaryAnn McFarland, SLU-HSC; Doris Beeson, SLU-Pius; John Huang, SLU-Pius; Barb Hufker, UMSL; Amy Arnott, UMSL; Janet Jackson, LSO; Gary Harris, LSO; and George Rickerson gave the LSO Update.

I. LSO Update

1. E-mail addresses can be used at patron request.
2. Message and note fields now protected in View a Patron Record are M, X, Z.
3. George indicated he had not heard from everyone concerning the patron request blocking table. The 000 (monograph) and 049 (serials) are the only item types allowed in patron request.
4. Pin numbers for Patron Request will be required.
5. The library storage facility is progressing. Loan rules will be required for this location.
6. LUMIN will not be available as of July 1.
7. Janet reported that turning on ytdcirc and the lycirc statistics function would not impact other statistics. Therefore, July 1st they will be turned on.

II. Old Business

1. Janet has asked III to help explain the "anonymous" tag in the Fines Paid file. III has said the cause was not unauthorized people collecting fines, it was just a failure on the part of the system to identify what password collected or waived a fine.

III. New Business

1. Mailing issues. We agreed on the format for the bookwraps forpatron initiated requests. Each bookwrap should have the destination of the book at the top of the wrap and should include the name of the owning library. Also, in order to keep statistics concerning the movement of the books each wrap should have a place to stamp or write the dates for: Pulled from stacks, Sent to borrowing library, Received by borrowing Library, Sent back to owning library, Received by owning library, and Book not picked up by patron.
2. A discussion concerning the actual mechanics of moving the books ensued. It was decided that Um-St Louis TJJL would be a pick-up and

drop-off location for books leaving St. Louis from SLU, and UMSL and coming in to St. Louis from UMC, UMR, and Kansas City. Ellis would be the same "Hub" for the Columbia campus.

3. It was decided that SLU and UM would each add the others patron types to existing loan rules, therefore patrons would receive the same privileges e.g. undergraduate, graduate etc. However, Alumni and other "special" cards would not be honored at the other campuses.

4. During the summer it was decided that Ill would use a form letter to inform patrons who fill out an ILL request but could have used the patron request function. The letter would invite them to use this new function for future requests.

5. The patron initiated request function will change statistics for Circulation and ILL departments. Where should we track these transactions? It was decided that Sara would ask III about the statistics options within the system and forward this information to the Directors.

6. Rolla announced/reminded the committee that renovations will be starting there in October 1997. 160,000 books will be sent to remote storage, and only 1 floor will be open for 10 months.

7. Dates for the next two meetings were set: July 23rd, and September 24th.