

MERLIN Circulation & Reserves Committee Minutes
March 20, 1998

Members present:

Elizabeth Adler, Doris Beeson, Carol Green, June DeWeese, Gary Harris, Barbara Hufker, Janet Jackson, Needra Jackson, Sara Van Looy, John Meyer, George Rickerson, MaryAnn Samson, Vera Weisskopf

1. Patron initiated study--how are stats going to be tabulated.

Actual tabulation will be performed by the ILL committee. Where Circulation is responsible for patron initiated requests, the stats will be given to the ILL member. Circulation members will be invited to attend the next ILL meeting in regards to preparing statistics for the study.

2. Review of book bands--filing out, etc.

A discussion of books arriving at libraries without book bands ensued. There was some confusion as to the patron request function and a hold placed on an item. It was decided that every book leaving the lending library should have a book band. It was also decided that the book bands will continue to be placed on books after July 1, 1998. At that time the statistical information may be removed from the book band. Many people thought that they would increase the warning concerning fines, renewal periods, etc. on the book band. Books that have had a hold placed while on patron request loan will be sent to the next pick-up location. The library receiving the book from the patron will place a forward address on the book band and send the book forward. It was also suggested that the book band be modified to add a forward address space after July 1. Until July 1, cross out the to address and write forward to and the new pickup location.

The courier system was discussed. Vera asked if there could be three stops on the Washington University campus--Olin Library, West Campus and Law Library. UM-Columbia has two tubs, one is for Ellis Library and the other is for the MU Depository. The tub for the MU depository is light blue. Please be sure to sort items into the proper tub.

3. Fines, Intercampus billing issues; what to do with fines from another library, Can we set a limit under which we'll waive another campus' fines (\$2 or so).

Do not process a credit payment on any patron record other than your own. The payment should be sent to the correct library with adequate information in a sealed envelope. Many members warned others not to touch the record unless it is their patron.

There are some problems with the Bursar's package at MU. Some charges are not being completed as a debit at the Cashier's office. When the payment is received, a credit shows up on the patron's account. The Cashier's office calls John to solve the problem which involves much staff time.

It was decided that no fines would be canceled except by the home library. The patron should deal with the library where the fine originated. A list of people to call for circulation problems is below.

MU-Ellis John Meyer 573-882-9158

MU Law Needra Jackson 573-882-9675 (Circ. 882-1123)
UMSL Barb Hufker 314-553-5399 (Circ. 553-5057)
UMK Linda Ritter 816-235-1678 (Circ. 235-1526)
UMR Jill Standley 573-341-4008, e-mail standley@umr.edu
SLU Law MaryAnn Samson 314-977-3991 (Circ. 977-3947 or 977-3314)
SLU Pius Doris Beeson 314-977-3086 (Circ. 977-3087)
SLU Med. Christopher White 314-577-8605, e-mail whitecc@slu.edu
Washington U Circulation 314-935-5423

4. Holdshelf, in-transit, etc.

When shipping a MERLIN loan to the requesting library be sure to place the book "in-transit" and not "on holdshelf." Some books are being placed in the "holdshelf" status when leaving the lending library. This triggers a pick-up notice to be printed. When the patron arrives at the borrowing library, the book is no where to be found (the book is actually somewhere in the courier system). III does not tell you which holdshelf the book is at since it shows the book as at the pick-up location holdshelf. It would be of assistance if III would list the holdshelf where the book was checked in.

5. Other

When faculty members reach the maximum number of renewals on a MERLIN loan, the item must be returned to the lending library.

Gary reminded everyone to use the depository special log on to print overdues. John Meyer is printing the paging slips. Items that start 010.... on the bar code are not available for patron request. The items are in temporary storage and will be available when processed. 106,000+ items have been processed so far. The Depository is about 1/10 full. Courtesy patrons will need to have a staff member request any depository items since they will not be able to do so themselves.

The installation of the RAID disc will affect down time during prime periods. The length of the down periods were not known. George will send an e-mail when he has the down times. Busy times will try to be avoided but guarantees cannot be given. Deny if locally available function will become effective with the installation of RAID.

6. Electing a new chair.

Since not all libraries representatives were in attendance it was decided to set the next meeting date and elect a new chair at that time. George mentioned that MIRACLE was having a meeting concerning a new ILL project to be held in St. Louis on April 23. So the next meeting date should be planned around that time. The next meeting date is April 17 (Friday).

7. MIRACL, INN-Reach circulation profiling issues.

The INN-Reach server will be installed April 3. Six INN-Reach patron types were established (200-Faculty; 201-Staff; 202-Graduate; 203-Professional; 204-Undergraduate; 205-Restricted; 206-ILL). Each of the MERLIN and Washington University patron types were mapped to the INN-Reach patron type. INN-Reach item types are 200-General Circ and 201-Non-Circ. The INN-Reach item types were mapped to the MERLIN and Washington University item types. INN-Reach item status codes,

which will display when a patron accesses the INN-Reach catalog were established. The only MERLIN status label to change was "lost and paid" to "lost." The rest of the MERLIN and Washington University status labels will remain the same.

The matter of INN-Reach fines will need to be discussed at the next meeting.

The meeting adjourned at 3:00p
MaryAnn Samson, SLU-Law, recorder