

MINUTES of the SWAN Circulation Committee Meeting  
 7 November 2013 10:00-11:30 AM  
 Missouri Southern State University

Present:

Jon Jones	Baptist Bible College
Barbi Dickensheet	Drury University
Todd Wilkinson	Ozark Technical Community College
Christine Allgood	Missouri Southern State University
Richard Oliver	Assemblies of God Theological Seminary
Joshua Lambert	Missouri State University
Jennifer Johnson	Crowder College
Shirley Moentnisch	Missouri State University

Absent:

Miranda Stringer	Forest Institute
Amber Carr	Missouri Southern State University
Dwayne Swigert	Missouri State University
Donna Young	Southwest Baptist University
Brad Scott	Forest Institute
Debbie Garten	Cottey College

1.Call to Order and Introduction

2.Minutes from previous meeting (6-20-2013 session)

- a. Jennifer will make a few requested changes and email the revised meeting notes to the list-serv.

3.News from around the cluster

- a. AGTS/Evangel currently has 2 circulation desks. Richard said that there is a new circulation person, Joy, who is at the Evangel circulation desk. When ILL items are sent to either AGTS or Evangel, there are two different ILL slips but all items are sent to one location and then distributed to the two different circulation desks.
- b. BBC has a cataloger/tech services position that will not be filled until end of the fiscal year. BBC has a possible enrollment increase and the possibility to gain new space.
- c. MSU has had student hours cut and staff sickness.
- d. Crowder mentioned that they have a new AV system, furniture, and an increase of student workers (from 3 to 7).
- e. OTC Richwood Valley campus lost their library director. They have no increases/decreases in enrollment at the Springfield campus. They are adjusting and helping students with the new eBook collection.
- f. MSSU has a new graphic novel collection (150 titles). They also have 5 phone charging stations in the library. In December, Christine will also be doing ILL as well as circulation. They recently weeded 1,000 titles from the reference collection. They also lend AV materials through MOBIUS. They are currently hiring for a new position, Emerging Technology Librarian.

- g. Drury has had budget cuts (approximately \$10,000). They also lost 11 of 13 student workers and had database cuts. Tracy has moved to ILL. They have an interim director. Their enrollment is down.

#### 4. Old Business

##### a. Book Band Colors

- a) Todd discussed the issue with the book bands. Items are still arriving with the incorrect book band. Todd wanted to remind everyone about this issue. Richard mentioned that Evangel will now also be on the SWAN book bands. It was also mentioned that book bands should have patron last name, first name instead of first and last name.

##### b. Book Ties

- a) Todd discussed the issue that is still going on with the bag ties being too tight and difficult to remove. Others mentioned that they use toe nail clippers and wire cutters to remove difficult ties.

##### c. Circulation Manual

- a) Donna was not present, but Todd said that they would table it until next spring. Jennifer volunteered to help Donna if she needs it.

#### 5. New Business

##### a. Delivery Tracking Test

- a) Joshua discussed the recent delivery tracking test, which included that different clusters/libraries requested 10 items from different parts of the state to see how long, on average, it took for materials to arrive. On average, it takes 4-5 days.

##### b. Evaluation of Student Circulation Workers

- a) Jon asked if anyone in the cluster had a process for evaluating student workers. He had an example of an evaluation sheet. MSSU has a spread sheet for their student workers who are evaluated 1 month after hiring, once per year, and at the end of employment. Barbi said they have an evaluation form and that The Human Resources department requires it each semester. Crowder and MSU had no evaluation form in place.

##### c. Community Patron Policies

- a) Jon asked the cluster what are their current community patron policies. He mentioned that they have a few difficult community patrons. Currently, BBC has two computers for community patrons to access and there is a signup sheet as well as login and password. MSSU has 2 different labs with 4 computers each that community patrons can access. They have a 1 hour limit, signup sheet, and have to be logged into the computer. Crowder has a form that all community patrons fill out and then, upon each visit, the date, time, and computer number is recorded. Availability for computer use access depends on the status of the computers in the library. Drury has only catalog computers and no public access.

##### d. Other New Business

- a) Jon mentioned that BBC has new book bands "Project Reserve."
- b) Discussion of Sierra oddities such as issues printing and billing/blocking students.
- c) Jon mentioned that he is on the committee for the MOBIUS conference and to send any feedback (positive and negative) to him.

6.Meeting Adjourned

a.Next meeting: (tentative date) June 26, 2014 at BBC.