Present:

Amber Carr	MSSU
Eric Deatherage	Crowder
Barbi Dickensheet	Drury
Melissa Forsythe, Recorder	MSSU
Casey Gann	Forest
Jon Jones	BBC
Joshua Lambert, Chair	MSU
Shirley Moentnish	MSU
Rick Oliver	ASGTS
Tracy Sullivan	Drury
Lydia Welhan	MSSU
Todd Wilkinson, Acting Chair	OTC
Donna Young	SBU

1. Call to order and introduction
2. Approval of minutes
3. Information Items
   a. Joshua asked that Melissa re-send the revised minutes from the spring meeting.
   b. Todd announced that there is an opening for a part-time position at OTC.
   c. Eric announced that there is all new staff at Crowder and humorously took the blame for any issues that come up.
   d. Casey said that they have a new Library Circulation Manager at Forest.
   e. Shirley reminded everyone of Esther Siler's upcoming retirement.
   f. Tracy shared that Drury will be placing slips inside outgoing books that require her staff to comment on the condition of a book, as well as remind patrons not to mark in material they check out. She passed around a sample of the slip.
   g. Rick announced that ASGTS has a new Circulation Services Coordinator.
   h. Jon is now the library director at BBC. They have made a large withdrawal from their curriculum collection and are currently working on revamping policies.
   i. Joshua shared that he and Tracy presented on the SWAN lost book and the directors have decided to leave the policy as is.
4. Unfinished Business
5. New Business
   a. Tracy went over the 2009b enhancements. Each item pertaining to Circulation was read aloud, discussion was held, and a consensus taken.

i. **INN-Reach items not returned by borrower** - Donna expressed that this would be bad, that other libraries should not alter item records. The group disapproved of this enhancement.

ii. **Additional My List features** - Joshua said that Coordinators decide Webpac issues. All approved, allowing each library to turn on as needed.

iii. **Batch extension of due dates** - Casey expressed that she would use this, and Shirley questioned whether MOBIUS books would be extended. Donna mentioned the benefit for snow days. There was not a clear consensus at the end of discussion.

iv. **Special item status for checked in but not yet on holdshelf** – There was discussion that this may benefit larger libraries, but no present library found any real use for this enhancement.

v. **Checked out items available for course reserves -** Casey stated that this would be very helpful, since frequently instructors have books checked out that they want to add to their reserve, and there was no system in place to ensure that happened when they were returned. All approved.

vi. **Display all m-messages -** Melissa expressed a positive view of this enhancement, although there was questioning of how the messages would be displayed. Approved, allowing each library to turn on as needed.

vii. **Extend "pick up by" date -** Donna wondered whether this would fix odd due dates for expired MOBIUS items. The possibility of bypassing another patron's hold was met with negative responses. Eric pointed out that he would consider extending an expired hold as a special circumstance and not as an expected procedure. The group decided against this enhancement.

viii. **"Not needed after" date -** Donna and Casey pointed out that there is sometimes confusion on students' part when it comes to the "not needed after" option. Because the date they selected may come while the item is in transit to an institution and the student may still want the book, the group decided against this enhancement.

ix. **Secondary matching extension -** No one understood this enhancement.

x. **Secondary matching title check -** Joshua said this enhancement would be useful. Donna felt we should let the Coordinators decide.

xi. **Course reserves on Webpac -** Group approved of this enhancement.

b. Tracy asked if anyone has changed templates yet. Jon said print did not work right. No one else had any experience with this yet.

c. Joshua said that the MSU-specific messages that would come up when an item's hold was cancelled had been removed. Tracy said we could add more choices for drop holds. Suggestions for new drop-hold messages were encouraged.

d. Todd reminded everyone that all books being sent to SWAN libraries received blue book slips.

e. Casey discussed adding a time to the date for the field "last checked in." Due to student-workers checking in damaged books, this would be beneficial in helping track exactly when an item was returned. Eric said that Crowder student-workers all had initials/passwords that they used, but this does not track the time of an item's check-in. The group discussed the quality of work performed by student-workers, as well as the amount of time they were allowed to work.

f.   Eric addressed the issue of placing holds on multiple libraries' patron accounts when a patron owed money to one institution, and had accounts with another. He expressed that it caused two problems: these patrons do not come up when the non-owed library places holds for money owed and when the patron does pay the fine, holds on the non-owed library accounts are not being removed when the owed library account is removed. Running MOBIUS block reports was brought up. The consensus was that libraries need to communicate better when placing holds, and any holds a library places need to be removed by that library. There is an example for how to place a properly-worded hold in the policy book.

g.   Jon shared that the lender of last resort has been updated and provided an explanation for what that meant. He asked that we share that information will our ILL staff.

h.   Donna asked that we please make sure we are purging expired patron accounts. Todd explained that OTC will continue to have expired patrons dumped back into the system if Student Services doesn't keep up with their records. Tracy said she also had a problem with alumni receiving automatic accounts. Joshua said that MOBIUS costs are based on the number of records an institution has, both patron and item records and that may be some incentive to keep records cleaned up.

i.   Donna brought up the on-going issue of students using MOBIUS as a text book rental, and asked if Admins could be made aware of this issue. Joshua said they already were. It was stated that some books are being constantly sent back out through ILL or MOBIUS as soon as they arrived back to the lending library. Donna said that SBU no longer has an "SBU only" option for records. Lydia discussed an issue MSSU is having with the "MSSU only" option, as the pop-up messages are being cleared off by staff. Casey informed everyone that there was an I-type 201 that would make an item "MOBIUS Non-Circulating." Tracy suggested I-code 2, which allows suppression option to suppress globally, but allow locally.

j.   Jon inquired how other libraries handle when a patron has reached their max renewal, but want to check a book in and right back out again. Tracy said that Drury has a 48 rule which does not allow a re-checking of an item by the same patron for 48 hours. Eric asked about a way to police the checking in and right back out.

k.   Shirley asked how often libraries send over their bills and fines. Melissa stated that MSSU had only recently been dealing with collection agency bills, but assumed it would be every six months. Holds are placed on MSSU patrons immediately. Tracy said any fines over $10.00 are sent over each day, otherwise they wouldn't have holds. Jon said that at the end of each semester, any fine less than $5.00 becomes a $5.00 fine.

l.   Shirley asked if any other libraries were having problems with other MOBIUS institutions would not send invoices when MSU owed them money. Discussion moved to whether or not libraries allowed replacement copies to be sent. MSSU does allow replacements. Jon said BBC charges $15.00 to any replaced paperback to cover the cost of binding.

m.   Casey volunteered to host the spring meeting. The next SWAN Circulation Committee meeting will be held at Forest Institute of Professional Psychology on Thursday, June 23rd, 2011.

6.   Adjourn Meeting