

## **SWAN Circulation Committee Meeting November 8, 2006**

- I. Members Present:
  - Catherine Code - AGTS
  - Camille May - BBC
  - Debbie Garten - Cottey
  - Becky Kiel - Cottey
  - Matt Simpson—Crowder
  - Tracy Sullivan—Drury
  - Todd Wilkinson - OTC
  - Joshua Lambert – MSU
  - Shirley Moentnish - MSU
  - Amber Carr - MSSU
  - Melissa Forsythe - MSSU
  - Donna Young—SBU
  
- II. Approval of Minutes from Last Meeting
  - Donna read the minutes. Todd made the motion to approve the minutes. All were in favor.
  
- III. Processing fees for late books returned.
  - This discussion is a follow up from an email Tracy sent to the SWAN Circulation Committee concerning \$100 lost book fees, the \$20 accompanying processing fees, and timing differences between SWAN and MOBIUS notices and fees. Steve Stone, the library director at Drury, has approached MOBIUS staff with his concerns. The specific situation concerned a Drury faculty person who had 18 items from MSU and kept them late enough to generate a lost book charge and the processing fee, \$360 in total. The lost book charges were dropped but MSU did not drop the processing fee. Joshua said that MSU was following the “SWAN Lost Book and Reconciliation Policy” adopted in 2001 but would participate in discussions if the policy needed to be changed. Todd said that OTC was in favor of the \$20 processing fees and there was general agreement that this was useful and kept collections moving. The SWAN notice and fine schedule is different than the MOBISU schedule. The committee attendees who helped set the original policies in 2001 thought the schedule difference was in part due to SWAN including many small to medium sized institutions who wanted items returned promptly.
  
- IV. Library locations without Millennium
  - Todd mentioned that OTC has an outreach librarian who goes to sites and accepts returned books even though the librarian doesn’t have Millennium to check in the books. This might cause a slightly longer delay in getting some books returned.
  
- V. Label printing

Debbi and Becky inquired how other institutions printed book labels. Tracy said they used MS Word templates and labels. Matt said they used Word with paper, glue, and scissors. Donna said she would have Coleen from SBU contact Debbie.

VI. Renewal explanations

Tracy asked what others told patrons when they asked about renewals because it seemed that many people with late fines said they renewed online. Nobody else had noticed a problem with renewals and Shirley mentioned she regularly tests the feature. MSU explains the online renewal process to people and doesn't usually do telephone renewals. Most others will renew via telephone if patrons can prove their identity. Todd said the bigger problem for OTC was keeping current addresses of students.

VII. Next meeting date set.

The next meeting date is set for June 19, 2007. After calling the MOBIUS offices and determining dates for the MOBIUS conference the next meeting date was set. Joshua volunteered MSU as the host for the next meeting.

VIII. Procedure Manual Review

Joshua and Todd mentioned that it would be nice to have the manual on a wiki we could all use. We examined the manual word by word and made changes as needed. We left off after page 5.

IX. Joshua motioned that the meeting be adjourned, Matt seconded. Donna adjourned the meeting.