

SWAN-Circulation Committee Minutes

11/08/2007

Recorder: Joshua Lambert

Location: MSSU

Members Present

Melissa Forsythe, MSSU

Casey Gann, Forest

Debbie Garten, Cottey

Joshua Lambert, MSU

Courtney Mlinar, Cottey

Shirley Moentnisch, MSU

Matt Simpson, Crowder

Tracy Sullivan, Drury

Donna Young, SBU

Introductions

Minutes Approved

Donna read the minutes and they were approved as written. At our last meeting we did agree to meet at SBU but later events led us to change the meeting place to MSSU.

SWAN Lost Book Policy

Joshua said that the SWAN Coordinators and SWAN Directors are currently discussing whether changes should be made to the SWAN Lost Book Policy. He mentioned that SWAN Lost Book Policy issues were mentioned at the last MAAC meeting but that cluster internal policies are outside of the MAAC charge. There seem to be **two notable differences** between the SWAN Lost Book Policy and the MOBIUS Lost Book Policy:

1. In SWAN lost book fees are assessed on the 21st day and in MOBIUS they are assessed on the 45th day from the item due date.
2. If a book is returned after the lost book fee has been assessed in SWAN, the \$20 processing fee belongs to the lending library but in MOBIUS the processing fee belongs to the borrowing library.

In regard to difference 1, Joshua and Tracey said they thought other clusters varied the fee assessment date also but didn't know which clusters did so. In regard to difference 2, Donna said that the lending library did most of the work to get books back and bill patrons. The borrowing library did very little except to encumber patron university accounts. Others agreed. General

consensus was that the current SWAN policy did not need to be changed. Donna also mentioned that if the SWAN Coordinators and SWAN Directors did make changes to the policy, then such changes should be made from one specified day to the future. Such changes should not be retroactive. The committee decided to write a recommendation and send it to the coordinators and directors.

The recommendation is as follows.

The SWAN Circulation Committee reviewed the SWAN Lost Book Policy at their meeting on November 8, 2007. The committee especially considered the two issues which have been the cause of recent discussion at the MAAC and at the SWAN coordinators meetings. The first issue is whether to change the billing time for non-returned SWAN items from 21 days from the item due date to 45 days to match the billing period for MOBIUS items, and the second involves who receives the \$20 fee upon return of billed SWAN items, the borrowing library as stated in the MOBIUS Lost Book Policy, or the lending library as it is stated in the SWAN policy.

The committee would like to respectfully recommend that the SWAN policy stand as written, keeping the billing time at 21 days from the due date, and the \$20 fee going to the lending library. If the coordinators or directors decide to change the policy, the committee requests that the new policy take effect on a certain day, and that fees accrued under the current policy still be owed to the respective libraries.

During this discussion Donna asked how the switch to Agency software at the MOBIUS level would affect these policies. Joshua said that it would not affect them at all because cluster policies and procedures would remain the same even when Agency is implemented. Although, that implementation seemed stalled at the moment and there was not specific timeline for adoption.

Courtney mentioned that keyword searching was entirely broken at Cottey College. Others mentioned they knew there were some issues related to WebPAC Pro searching. Nobody else had serious problems with the catalog. It was suggested that someone from Cottey call MCO or talk to other SWAN tech people.

Courtesy Notices

Casey mentioned that when members of Forrest were being trained they heard that due date notices could be sent before an item was due. They were told that SWAN had to turn this ability on for the whole cluster in order for one institution to do it (even if others choose not to). She wanted to know if others were agreeable. Tracy said that Drury already did this so the feature was already turned on. Each institution had to specify when they wanted their notices sent out. General discussion ensued about the pros and cons of courtesy notices and how other institutions handled this. Others sent notices the day items were due or the first day they were overdue but, had a grace period or minimum charge which allowed students to return items before they owed money.

New Chair Selection

Donna said she enjoyed her time as chair but felt that it was time to step down. The floor was opened for nominations. Donna said that Todd had shown interest in the past and others supported this nomination. Donna also said that Joshua had shown interest in the past. Joshua said he would do it if Todd didn't want the position. The committee agreed that Todd would be the chair unless he withdrew his nomination. Joshua will remain the recorder.

Review of the Procedure Manual

We continued to review the procedure manual. We completed review of pages 8-14 up to the Pick Up Anywhere section. Donna will make the changes and send a revised file to all SWAN-Circ members. While Donna will no longer be chair for future meetings she will continue to be the editor of the SWAN-Circ manual.

Next Meeting Date Set

The next meeting will be held on June 19, 2007 at 10 AM. It will be held at SBU, in Bolivar.