

Present:

Amber Carr	MSSU
Melissa Forsythe, Recorder	MSSU
Debbie Garten	Cotley
Becky Kiel	Cotley
Jon Jones	BBC
Tatiana Jones	Cotley
Tracy Sullivan	Drury
Todd Wilkinson, Acting Chair	OTC
Donna Young	SBU

Members Absent:

Barbi Dickensheet	Drury
Lynne Edgar	Crowder
Casey Gann	Forest
Joshua Lambert, Chair	MSU
Shirley Moentnish	MSU
Rick Oliver	AGTS

1. Call to order and introduction
2. Adoption of the agenda
3. Approval of minutes
4. Information Items
 - a. Todd informed everyone that OTC has new ID cards. These cards will not scan with barcode readers. Melissa reported that MSSU has also changed to a similar ID card. BBC will not be receiving new ID cards as hoped.
 - b. Jon shared that BBC is still without a Library Director. Additionally, BBC's recent HLC visit went well and they will not be returning for ten years.
 - c. BBC, SBU, and Crowder are all using the Annenberg online video collection. OTC has begun using Films on Demand for documentaries.
 - d. Becky announced that Cotley will be converting their collection from Dewey Decimal to Library of Congress. She also shared that the Learning Commission will be visiting in January to discuss Cotley's progress toward becoming a four-year college.
 - e. Tracy was able to have a Millennium issue fixed and emails are now updated.
5. Unfinished Business
6. New Business

- a. Donna asked that libraries make sure and clean up old records, particularly those patrons who have multiple accounts. Tracy reminded all libraries to make sure that current patrons with multiple accounts receive holds on all accounts whenever they require a MOBIUS block.
- b. Jon asked that if anyone comes across records with "BBC" in the address field, please let him know.
- c. The committee discussed the trend of losing library space to other departments (IT, classes, etc.).
- d. Todd relayed an email from Jon regarding alumni use of SWAN. Jon has run into an issue with an alumnus who wanted a book from another SWAN library and their loan rule did not cover that check out. No libraries present allow alumni to check out material through SWAN/MOBIUS. Todd read the MOBIUS Circulation Policy.
- e. Tracy said that she has a problem with defiant patrons who choose to keep a book past the billing date since a \$20 fee was not deterrent enough. Melissa asked about placing a permanent MOBIUS blocks on patron who were abusing the privilege. Todd shared that demerits have been discussed and can be turned on in Millennium. OTC is capable of referring patrons to the Dean if they become problematic.
- f. The on-going issue of the SWAN/MOBIUS billing policy was discussed. Tracy expressed that she did not feel Circulation's opinions were effectively represented. Becky suggested forming a committee to join the next coordinators' meeting (Friday, Sept. 18, 2010). Todd will address the committee idea to Joshua.
 - i. **SWAN-Circulation Ad Hoc Committee on the Lost Book Policy Purpose:** The SWAN-Circulation Ad Hoc Committee on the Lost Book Policy is responsible for articulating why the "SWAN-Circulation Lost Book and Reconciliation Policy," adopted on October 10, 2001, should not be changed. The ad hoc committee will present its work in written and oral form to the SWAN Coordinators in its September, 2010 meeting.
- g. Tracy asked how each library handled doing inventory. She was curious how rapid update could be used and what library department did the inventory.
 1. Becky said that she ran a rapid list, called the help desk, and they ran it for her. Tanya shared that Cottey does a print list and looks at each item by hand, five at a time, at her computer. Inventory has been ongoing since 2004
 2. Jon shared that BBC ran a Millennium list, placed that in an Excel document, and staff/students worked on the project. This is an ongoing project.
 3. Todd claims that OTC's method is similar to BBC's. Their last inventory was in 2004
 4. Donna said that SBU tried using a handheld scanner for the project, but did not care for it. Now, they use a laptop. Donna compares barcodes to the shelf list. Donna shared that running a report can be a nightmare because if an item is out-of-order, Millennium will list all items that should be in that place. Becky said she would like to see that fixed. Todd said that Joshua could contact a coordinator.
 5. Melissa and Amber did not participate in MSSU's inventory, which was completed about a year ago by the Processing and Document Delivery

departments. MSSU staff checked all items on the shelf by hand. James Capeci, MSSU ILL Librarian, would be better able to answer any questions and will be asked to email Tracy.

- h. Tracy asked about faculty expiration dates. Cotley and MSSU both use the Julian calendar to set due dates. Jon says he does not, and instead gives faculty a three-month check out.
 - i. Thanks to last meeting's discussion, Jon has begun blocking ILL libraries with unpaid fees and has so far recovered \$600 in fines. Melissa reported that thanks to information from other libraries, MSSU has begun sending delinquent patrons to collections.
 - j. The merits of in-person meetings were discussed, with the possibility of devising an online video conference for anyone who may not be able to travel. Tatiana suggested using book fines to help cover travel expenses.
 - k. The next SWAN Circulation Committee meeting will be held at OTC on Thursday, Nov. 4, 2010.
7. Adjourn Meeting