

SWAN Circulation Committee 3-6-03 Crowder College, Neosho, MO

The March 6, 2003 meeting of the SWAN Circulation Committee was held at 9:30 AM at Crowder College in Neosho, MO. The following members were present:

**VOTING MEMBERS:**

Esther Siler (SMSU—Meyer)  
Matt Simpson (Crowder College)  
Donna Young (SBU)  
Becky Kiel (Cottey College)  
Larisa Hart (OTC)  
James Capeci (Missouri Southern State College)  
Tracy Sullivan (Drury University)

**NON-VOTING ATTENDEES:**

Shirley Moentnisch (SMSU—Meyer)  
Jeffrey Lawson (SMSU—Meyer)

Esther began the meeting by setting forth items to be discussed: Tracy's outline, problem patrons, and the list of voting members. A sheet was passed around, and members listed their committee voting status.

The committee began discussion of creating a "problem patron" list. It was decided that the point of the list would be to focus on behavioral problems. Everyone agreed to share information with other cluster members via e-mail, but keeping an actual list would be up to the individual libraries.

The committee then began discussing the outline of policies/procedures submitted by Tracy. It was decided that only POLICIES should be put on the web. PROCEDURES could be shared between cluster members. Why put policies on the web? Putting them on the web would give us some point of reference, gives other staff access to policy, and would help keep us up to date with changes within the cluster. Items discussed included:

Bib-level holds—were all schools switching bib-level holds to item-specific holds? It was decided to look at bib-level holds at the next meeting and discuss the problems therein.

Renewals are not properly working. If you have problems with the "renew pending" message, please contact the MCO liason at your library.

Damaged items can be sent out at the lending library's discretion. When receiving damaged items, note damage on the bookband, otherwise the borrower could be held responsible.

Handling lost books on a case-by-case basis was defined as a "procedure" rather than a policy, and thus wouldn't be posted on the web. It was decided that we needed to draft a

lost book statement, keeping in mind the patron will probably demand negotiation. It should give amount of replacement cost. Keep in mind the patron is expected to pay at time item is lost or damaged. It was decided to use Corky's draft on reconciliation dates as we write these statements.

Patrons with Mobius blocks cannot check out at their home library, other SWAN/Mobius libraries, or check out items requested through SWAN/Mobius. Mobius/Unpaid bill blocks should only be used for "nonreturned items and/or unpaid charges" from home or another library. It was stated again to please honor any block placed on a patron record. Shirley let the other cluster members know that once SMSU—Meyer bills fines/fees to Financial Services, the fines are no longer on the patron record. Esther suggested leaving the block on until proof of payment is shown.

Shirley distributed lists of libraries whose patrons owe SMSU—Meyer. Blocks will be put on. It was decided to leave Mobius block on until proof of payment is received.

It was decided to stay with the current SWAN bookband format—checking a box on the front of the band is less confusing for everyone.

Donna reminded everyone that SBU—Salem has its own pickup location, and should have its own labels on the MCO website.

Before the next meeting, Tracy will revise portions of the draft discussed today to focus more on policies rather than procedures.

It was decided that the next meeting would be tentatively scheduled for Thursday, April 10 at 10:00AM at Cottey College in Nevada, MO. Becky will send out directions.