

MINUTES of the SWAN Circulation Committee Meeting
20 June 2013 10:00-11:15 AM
Drury University

Present:

Debbie Garten	Cottey College
Barbi Dickensheet	Drury University
Todd Wilkinson	Ozark Technical Community College
Melissa Forsythe	Missouri Southern State University
Brad Scott	Forest Institute
Joshua Lambert	Missouri State University
Jennifer Johnson	Crowder College
Tracy Sullivan	Drury University
Donna Young	Southwest Baptist University
Shirley Moentnish	Missouri State University

Absent:

Miranda Stringer	Forest Institute
Amber Carr	Missouri Southern State University
Dwayne Swigert	Missouri State University
Jon Jones	Baptist Bible College
Rick Oliver	Assemblies of God Theological Seminary

1. Call to Order and Introduction
2. Approval of Minutes
 - a. Tentative approval
 - a) Proposed by Todd, second by Joshua
3. Information Items
 - a. Cottey College
 - a) Hiring of Phil Johnson, from Florida, as the new Library Director
 - b. Ozark Technical Community College
 - a) Mike Madden, Dean, will retire
 - b) Upcoming changes in organizational structure
 - c) Building fissures repaired
 - c. Crowder College
 - a) New furniture in the library (replacing previous outdated couches and chairs)
 - b) Promotion of Robin Woven from Library Specialist to Access Librarian (July 1)
 - d. Forest Institute
 - a) Brad Scott is the new circulation contact at FIPP
 - e. Missouri Southern State University
 - a) Installing a people counter
 - b) 2 new collections added (Daily Show and Colbert Report)
 - f. Southwest Baptist University
 - a) Looking at consolidated Reference/Circulation service desk

- b) Large weeding project
- c) Resignation of the Database Librarian (may not fill the position)

4. Unfinished Business

a. Circulation Manual

- a) Donna, Tracy, and Melissa are still working on the updated circulation manual. With the migration to Sierra, there have been a few setbacks but they are moving forward. Donna suggested setting up a meeting, possibly in Joplin, for the three of them to meet in person.

b. ILL Book Bands

- a) Todd wanted to remind everyone to make sure circulation/ILL staff use the appropriate book bands for MOBIUS and SWAN lending items. Todd also wanted to remind everyone that OTC needs a copy of the paging slip included in the lending item as they need it for processing purposes.

5. New Business

a. AV lending policy

- a) The committee discussed the new AV lending policy and informed the others on whether their library wanted to participate in lending materials. Drury, Cotter, SBU, MSSU, Crowder, OTC, and FIPP decided not to lend these materials for various reasons. The committee discussed the issues with mail materials through the delivery system and through the US Post Office.

- 1. Shirley asked about including a message on the book bands (specifically for AV) about copyright. Ultimately, the bands do not have enough room nor would it really provide benefit.

b. Invoices

- a) The committee reviewed the invoice sent out by Joshua. This template is meant to guide institutions on what fields to include when billing other institutions. It is important to include the FEIN# as, as Donna explained, it can be helpful to have this number on invoices so that if the institution is audited, the process can be easier.

c. Miscellaneous

- a) Barbi asked about the merging of AGTS, Evangel, and CBC. Joshua said he did not know if there was a consolidation plan or not.
- b) Melissa asked about patron views and ways to custom the view (specifically noting that currently, the view does not include notes/messages; this is a custom feature that can be fixed). Jennifer asked if others had issues using create lists to do end of the semester duties.
- c) Jennifer volunteered to be the note-taker at the future meetings.

6. Meeting Adjourned

- a. Next meeting: November 2013; MSSU (date TBA)