

Present:

Amber Carr	MSSU
Eric Deatherage	Crowder
Barbi Dickensheet	Drury
Katherine Dixon	FIPP
Melissa Forsythe, Recorder	MSSU
Jon Jones	BBC
Joshua Lambert, Chair	MSU
Shirley Moentnish	MSU
Rick Oliver	AGTS
Tracy Sullivan	Drury
Donna Young	SBU

1. Call to order and introduction
2. Approval of minutes
3. Information Items
 - a. Joshua shared that Todd Wilkinson will be the MAAC representative starting July 1. Joshua will be the alternate. He asked that if anyone has any interest in being representatives in the future, they should inform their coordinator.
 - b. Shirley is now the Circulation Dept. Head. She will continue dealing with MOBIUS billing, and Dwayne Swigert will be taking over Shirley's previous position.
 - c. Joshua said that iii has announced a new integrated library system called "Sierra." He did not think this would affect SWAN now, but may in the future.
 - d. Donna announced that as of the end of this spring, two SBU librarians retired (reference and bibliographic librarians). A third librarian position was created (database librarian).
4. Unfinished Business
 - a. Joshua brought up the SWAN Circulation Manual. MOBIUS has a "best practices manual," and he suggested starting with that and adjusting slightly to make it SWAN specific.
 - i. Eric said he had just read the whole thing and pointed out that there are two sections that basically say, "this is how MOBIUS does it, check with your cluster on how your cluster does things." He could not find a document that said how SWAN did these things.
 - ii. Shirley said that Wendy McGrane had created a black notebook that was a SWAN procedures manual.
 - iii. Joshua said that there was no policy manual, but that the 2001 procedures are accurate and what we go by.

- iv. Since there are multiple versions of the SWAN manual, it was discussed how best to proceed. Donna found the MOBIUS one difficult to follow, and Tracy felt we should alter our own, and not theirs or the student made one. Joshua has the "completed" copy and will make it available.
- v. Joshua asked for 3-4 volunteers to work on the manual.
 1. Donna, Tracy, and Melissa volunteered.
- vi. Eric said that the "last updated" date on the manual's pages seems inaccurate, where the pages says the info is old, but it has been updated.
- vii. Joshua was on the committee that created the MOBIUS one, which was modeled after the SWAN one, and said to send any questions to him or Todd.
- viii. Amber said that we ought to set a deadline for the manual, and Donna asked that we meet in person and not do all the corrections electronically. Jon said that their library secretary might be of help with any grammatical issues.

5. New Business

- a. Jon asked that we "think blue," and remember to use the correct band on SWAN books.
 - i. Donna asked that we make sure we are using thicker strips to hold our bands on, at least 1 ½". Melissa apologized, since MSSU tends to use skinny ones.
- b. Jon said that they are updating their public services manual, and asked if everyone could please share their policies and procedures for student workers.
- c. Jon is using a new band on course reserve books that stated the copyright policy. He passed one around for everyone to view.
 - i. Shirley asked if faculty at BBC had to sign anything when they placed reserves. They do not. Both MSSU and MSU require faculty to sign a copyright agreement.
- d. Jon addressed students not returning books. Currently at BBC, when a billed book is paid for, the funds are not returned to the library. Also, Jon said that they have enacted an appeals process for students who contest fines. He passed around a fine appeal form. Appeals are decided by the library committee.
 - i. Shirley said that MSU will do a one-time concession and add a note to the patron's account. Since MSU does get audited, they have to account for things like this.
- e. Tracy and Barbie will be meeting with their director to discuss adding additional fines when books are kept out for a long time, like when it is suspected a patron is keeping books out as textbooks. Melissa shared MSSU's billing policy, but since MSSU does rental textbooks, it does not face the same problems.
- f. Eric brought up an ongoing issue where a billed SWAN book is checked in, but no \$20.00 fine appears on their record. Other institutions are experiencing the same problem.
 - i. Joshua said he would send a letter to David Adams to make coordinators aware.
 - ii. Donna asked that all problems like this be recorded and sent to the help desk. Tracy agreed. Donna asked if we could manually add the \$20 fee, but Shirley said that wouldn't hold up in an audit.

- iii. Melissa shared that MSSU faculty have been accruing fines when they shouldn't be. Tracy had the opposite occur, where fines weren't accruing on faculty accounts.
- iv. Joshua said to document any oddness and see if we can figure out a pattern. Record date of check out, due date, return date, patron number, and item number.
- v. Eric asked that patron names be excluded from emails for security/FERPA reasons.
- g. Tracy brought up damaged book slips and asked if anyone else was using them.
 - i. Katherine said that FIPP is adding internal notes to comment on the condition of all books when they are sent out.
 - ii. Jon asked about temporary messages being added to patron records when a MOBIUS book is damaged. Katherine said they call to let lenders know about any damage when books arrive.
 - iii. Tracy writes damage info on date due pocket.
 - iv. Donna commented that 1st Choice isn't very quick in reconciling books they've damaged. Melissa said that MSSU had just been paid for a book damaged in March. Shirley said MSU had one from January.
- h. Donna addressed that some libraries are overriding the 2 book renewals on MOBIUS books.
 - i. Tracy said they should contact the lending school to get permission.
 - ii. Joshua said you cannot do this with a MOBIUS book. The borrowing library can technically do it, but the item will still show up as overdue to the lending library.
 - iii. Eric and Joshua discussed what the MOBIUS policy said, and it appears the decision is left to each cluster.
 - iv. Joshua allowed everyone to share their opinion. Eric said he would add a note to the patron's record if an item was extended. Tracy did not think extensions were ok, but presented both sides of the argument. Jon felt this might be opening a Pandora's box. Donna said a patron could always request another copy of an overdue item. Melissa said she would not allow her patrons to request extensions, and that the \$20.00 fee should be paid when things are kept beyond their check out limit. Donna said a good way to deter continued renewals was to tell the patron that the item needs to be seen after 90 days to ensure its condition.
 - v. Joshua asked for a show of hands for those in favor of allowing additional renewals. There were 2 votes for those in favor of allowing renewals, and 8 votes opposed.
- i. Barbi asked about the "Evangel situation." Rick said that the AGTS will become an "embedded seminary," merging with CBC/Evangel and would all be under the Evangel blanket. The library's situation has not been discussed yet as far as staying a part of the consortium.
- j. Eric discussed AVC material showing up as available in SWAN, and having to cancel patrons' requests, since those items do not lend. Eric wants to update online availability and asked about "institute only" availability.
 - i. Melissa suggested not doing it, since a pop up message appears each time the record is accessed and is easily cleared by workers.
 - ii. Jon suggested changing item codes to "textbook."

- iii. Donna suggested using suppression to keep the items from appearing in the MOBIUS catalog. Jon said they don't do it that way because then a patron could not see that their library had that item if they chose to view it in person. Shirley said it shouldn't matter, since if they could not request it through MOBIUS, they could not check it out from the library anyway.
 - k. Tracy said that at the MOBIUS conference, it was shared that print templates were available on Wikipedia and could be customized for overdue.
 - l. Tracy also brought up the time restrictions for SWAN Circulation meetings and said she felt that staying until 12:30 would be beneficial. Joshua said that he would lengthen the meeting time if there were pertinent topics to discuss, and would not end a meeting prematurely. Amber suggested that if there is a lot more to discuss, we could break for lunch and reconvene. Jon suggested online meetings, so that libraries that cannot attend – like Cottey – could be present.
 - m. The next meeting location was discussed. BBC declined due to losing their extra space. MSSU will host the next SWAN Circulation meeting on Thursday, Nov. 10th, 2011 at 10:00 AM.
6. Adjourn Meeting