Members:

Lisa Farrell, Board Member, Director of Library Services, East Central College; Terra Feick, 2016-2018, Assistant Library Director, Access Services, Northwest Missouri State University; Clara Fehrenbach, 2017-2019, Interlibrary Loan and Reserves Librarian, Washington University; Bathsheba Love, 2017-2019, Library Circulation Services, Missouri Valley College; Shelly McDavid, 2017-2019, Head, Access Services, Missouri University of Science and Technology; Julie Wright, 2016-2018, Library Circulation & Technology Coordinator, Culver-Stockton College; Lisa Young, 2017-2019, Access Services Director, Lindenwood University; Steve Strohl, MOBIUS Organizer, Associate Director, Member Services, MOBIUS; Donna Bacon, Ex-Officio, Executive Director, MOBIUS.

Members Absent:

|  |  |  |
| --- | --- | --- |
| Name | Title | Institution |

Guests or Proxies Present:

|  |  |  |
| --- | --- | --- |
| Name | Title | Institution |

**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
	1. Confirmed that all of the Board members are on the “comm” list.
* General Interest is **circ-courier@lists.mobiusconsortium.org**
1. Call to order.
	1. Welcome back
2. Adoption of the Agenda.
3. Approval of minutes from September meeting, held on September 5, 2018. Previous agenda and minutes can be found <https://mobiusconsortium.org/node/95>.
4. Unfinished Business:
	1. Bed bug recommendations (see attached document)
	2. A/V loan period recommendation (see attached document)
	3. Drop-off Anywhere recommendation (see attached document)
	4. Lost and damaged
		1. review updated webpage <http://www.mobiusconsortium.org/lost-materials>
			1. note Mobius will resolve any replacement charges between full-Mobius members and partner libraries
		2. establish a reporting timeframe
	5. Courier survey
5. New Business:
	1. Others