

# **SWAN-Circulation Committee Minutes**

June 19, 2008

Recorder: Joshua Lambert

Location: SBU

## **Members Present**

- Casey Gann, Forest
- Debbie Garten, Cottey
- Jon Jones, BBC
- Joshua Lambert, MSU
- Courtney Mlinar, Cottey
- Matt Simpson, Crowder
- Tracy Sullivan, Drury
- Todd Wilkinson, OTC
- Donna Young, SBU

## **Minutes Approved**

Minutes were sent out to everyone before the meeting. They were approved.

## **MOBIUS Lost Book Policy**

Joshua presented the new MOBIUS Lost Book Policy. One sentence in particular was discussed, "Each member library is encouraged to resolve billed items at the lowest possible level as soon as practical, but not later than 6 months from the billing date." Someone asked if that meant that bills could not be resolved after six months. Joshua said he thought that bills could be resolved after 6 months but would ask the MAAC committee and report back.

## **Purging Patron Records**

Donna asked how often other schools purged patron records. Responses varied from regularly to never. Discussion ensued about how various people purged records and why some did not. Everyone agreed to go back and look at their processes and see if we could purge regularly. Doing so would create a much cleaner list of patrons to search through and might decrease the number of mistakes.

## **Contacting Students**

Todd said that he was having a hard time contacting students this year. Phone numbers seem to be wrong and emails were not replied. Others on the committee did not have such a hard time and made various suggestions. Contacting students isn't as much of a problem for schools who have more control over what happens when students don't return books.

## **WebPac Pro Issues**

Jon said they still had problems with the OPAC not giving any search results when it should. Everyone saw this soon after upgrading to WebPac Pro but nobody else was having the problem currently.

## **SWAN band reminder**

Todd reminded everyone that all books from a SWAN library going to a SWAN library should have a SWAN band, even if the book was requested through the MOBIUS Catalog.

## **Changing due dates**

Debbie said that some of the books they had loaned had their due dates changed by the other school. Everyone agreed this should not be happening and would mention it as needed in their library. Note that this occurred by using the "Change Due Date" button not the "Renew" button.

## **Adjunct record expiration**

Tracy inquired how other schools knew that adjunct faculty were done teaching. Some received lists from their administration that listed adjuncts and when they taught. They manually updated records. Other schools had computer systems that were interoperable and updated the records automatically.

## **SWAN/MOBIUS loan limit**

Courtney asked if other institutions had faculty who maxed out their INN-Reach loan limits. Nobody else did. Joshua said this had been an issue that MAAC discussed recently. A proposal was made that would have allowed schools to opt in to a higher loan limit. The proposal failed. Loan limits are therefore set as is for now.

## **Review of the SWAN Circulation Procedure Manual**

We continued to review the procedure manual. We completed review of pages 13 through the end. Donna will make the changes and send a revised file to all SWAN-Circ members. The manual review is now complete. Changes will be made in the future as needed.

## **Next Meeting Date Set**

The next meeting will be held on November 20, 2008 at 10 AM. It will be held at Crowder College's new library, in Neosho.

## **Meeting Adjourned**