Members:

|  |  |  |
| --- | --- | --- |
| Lisa Farrell | Director of Library Services | East Central College |
| Steve Strohl (MOBIUS Organizer) | Associate Director, Member Services | MOBIUS |
| Terra Feick | Assistant Library Director, Access Services | Northwest Missouri State University |
| Joshua Lambert | Head of Access and Testing Services | Missouri State University |
| Frederico Martinez Garcia | Head of Access Services | University of Missouri-Columbia |
| Lori Nash | Lead Library Assistant | St. Charles Community College |
| Julie Wright | Library Circulation & Technology Coordinator | Culver-Stockton College |
| Donna Bacon (Ex Officio) | MOBIUS 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.
2. Welcome new members Terra & Julie!
   1. Terms of service dates are located on the web site.
3. Adoption of the Agenda.
4. Approval of minutes from our second meeting, held on February 25th, 2016. Previous agenda and minutes can be found <https://mobiusconsortium.org/node/95>.
5. Unfinished Business:
   1. Circulation:
      1. Lost Materials
         1. Policy: <https://mobiusconsortium.org/lost-materials>
            1. How are claims going under STAT, are they being filled in a timely manner.
            2. Notes:

*\*Many materials continue to show up just when you think all hope is lost.*

*\*Please direct lost materials to the MOBIUS office.*

*\*E-mail to* [*courier@mobiusconsortium.org*](mailto:courier@mobiusconsortium.org) *will open up a ticket.*

*\*We will work with you to resolve outstanding issues.*

*\*ALA Guidelines; borrowing library pays, but we want to track the process.*

*\*MO-MO materials via STAT only is easy.*

* + 1. From Lisa: **A-V Lending** - Should we encourage additional A/V lending (I had a request about this), lending with Colorado and in general? Do we want to keep a list similar to this and then share with others, for example:

East Central lends any A/V with Sierra or Interlibrary loan.

Policies could include:

* Intracluster only
* Within full-MOBIUS members only
* To Coloroda, CLIC
* To MALA through Interlibrary Loan
* Worldwide through Interlibrary Loan

The A/V my library lends is:

* DVDs – documentaries
* DVDs – feature films
* Music CDs
* Audiobooks (any format)
* VHS

My patrons borrow A/V:

* DVDs – documentaries
* DVDs – feature films
* Music CDs
* Audiobooks (any format)
* VHS

My library has some restrictions on lending A/V to MOBIUS and ILL patrons.  Please list those restrictions (6 months on new purchases, no feature films, no TV series, etc.)

* + 1. From Freddie: **Bed Bugs!**
       1. How wide-spread is the problem now?
       2. What can we do to get the word out and to help?
  1. Courier:
     1. Iowa courier network(s) kicked off by June 1st (Rivershare) and July 1st (Iowa Library Alliance).
        1. <http://www.mobiusconsortium.org/iowa-courier>
        2. We have a line item in the budget for additional totes.
        3. We’ve ordered 500 totes – more green totes with scissor top with lids that won’t come off.
        4. No new bags as of yet – both Rivershare and ILA have their own black bags and they’ve ordered their own.
        5. New line haul from Des Moines to Kansas City started on July 27th; three days per week. Additional “opt-in” for Iowa libraries.
     2. MALA update.
        1. Nothing new to report from MOBIUS HQ.
     3. Colorado update.
        1. FYI – Prospector may use our label maker in the future.
     4. Any issues/complaints?

1. New Business:
   1. Circulation:
      1. Sierra Web Circulation.
         1. **Multiple:** Sierra 2.4 – scheduling upgrades now.
         2. **Julie:** Perhaps we should consider formatting emails looking for lost books.  If the call number and barcode are not included, it's hard to search the shelf or our spreadsheet.

Information to include:

Date sent out

To  
From

Label barcode  
Title  
Call number  
Item barcode

* + - 1. MOBIUS: Policy for Text of Overdue Notices & Fees <https://mobiusconsortium.org/node/210>
         1. The committee would need to recommend that we no longer all need to use the same wording – this is currently a policy issue – the committee would make a recommendation to the Board for their consideration & approval if that's how we would like to proceed. For example, this was noted when Freddie made the following suggested changes (as an example of customizing these notices):

**Freddie:** MERLIN Overdue notices – revised:

UMKC, UMSL, MS&T, and MU are proposing to update the MOBIUS Overdue Notices.

The original text is followed by the proposed text that is underlined.

First Overdue (7 days after due date)

The item(s) on this notice are overdue. If item(s) are not returned within 21 days you will be billed a $100 lost item fee plus a $20 processing fee for each item and your borrowing privileges will be suspended.

**1st Overdue Notice**: The item(s) on this notice is/are overdue. Contact your home library to request a renewal for this item. Or, return item(s) as soon as possible to avoid any library fines/fees or blocking of your library account. Please contact your home library if you have any questions.

Second Overdue (14 days after due date)

The item(s) on this notice are overdue. If item(s) are not returned within 14 days you will be billed a $100 lost item fee plus a $20 processing fee for each item and your borrowing privileges will be suspended.

**2nd Overdue Notice**: The item(s) on this notice is/are overdue. Contact your home library to request a renewal for this item.  Or, return item(s) as soon as possible to avoid any library fines/fees or blocking of your library account.  Individual items are billed at $100 for lost item plus a $20 processing fee for each item. Please contact your home library if you have any questions.

Third Overdue (21 days after the due date)

The item(s) on this notice are overdue. If item(s) are not returned within 7 days you will be billed a $100 lost item fee plus a $20 processing fee for each item and your borrowing privileges will be suspended.

**Final Notice**: The item(s) on this notice is/are overdue. Item(s) must be returned within 7 days to avoid being billed $100 for lost item(s) plus a $20 processing fee plus suspension of your library account.  Please contact your home library if you have any questions.

Bill

This bill is for late return or non-return of library materials. Your borrowing privileges will be suspended until you pay this amount or return the items.

**Bill Notice**: This bill is for late return or non-return of library material(s). Your library borrowing privileges is currently suspended until fees are paid or item(s) are returned. Please contact your home library if you have any questions.

Title:   
Lost Book Fee: $ 100  
Processing fee: $ 20

* 1. Courier:
     1. Survey time!
        1. We can utilize a Google Doc; questions submitted (staying focused). Send out by mid-November.