<div align="center">
Joint Automation Project
Operations Committee
Minutes August 8, 2007 at SALS at 10:00 a.m.
</div>

Present: Deb Callery (JOH), Valerie Catlin (MVLS), Becky Fasulo (COR), Jennifer Ferriss (SALS), Mary Hanley (JA), Claudia Hayes (CPH), Mary Ann Hunter (SAR), Donna Kuhner (GLV), Michele Largeteau (JA), Sharon O'Brien (MVLS), Diane Robinsion (JA), Mary Ann Warner (SCP)
Guests: Harry Dutcher (SAR), Laura Fisher (STI)

- Topics from prior meeting:
    - Patron ID- Social Security numbers/ID standards: Since the JA Council adopted the policy that there will be no SS numbers in the database, and that those present will be removed, the how-to's have been updated and the policy and ID standards were announced; we still need to set a deadline for cleanup and announce that with instructions, after 3.3.

    - Transferred/In-transit report: Laura Dolan made changes to the report, which excellent and easy to use; many libraries have cleaned up their items, with SCPL starring for their hard work on hundreds of items. **Action:** a message will be sent urging libraries to run the report weekly, so as to follow up promptly on library processing and delivery problems.
    - ILL Agency fines: a message was sent; ILL agencies will no longer accrue overdue fines and outstanding ones were removed, but bills will be issued and libraries should follow up on them.
    - JA Intranet – ideas for changes/improvements
    - UDF5 – libraries are using this for: associations, previous addresses

- New topics:
    - Polaris 3.3 settings: discussion and decisions on new options (page numbers refer to "What's new in Polaris 3.3")
      http://japroject.sals.edu/Polaris_Help/polaris33/WhatsNew%20in%203%203.pdf
        - Item price table by material type (if not price in item record): will probably use defaults, but check with SCPL first
        - Automated setting of patron password to last 4 digits of phone in overnight job: yes
        - Free days - In 3.2, there is a Patron Services parameter for "free days" on check-in. In 3.3, that becomes Free days bulk and free days normal. JA will move what is currently in "free days" for a branch to both of the two new fields, and ask if any change wanted. Permission to modify free days will be added to MVLS-SALS Circulation Clerk 1.
        - "Shelving" status (p.83) - Ask libraries if they want to use. The time to re-shelve is specified by material code and can be set in hours and minutes (at the branch level). Question: how do holds interact with shelving status?

- Replacement prices - It is now possible to specify default replacement costs (and processing fees) by branch and material type (like it was in DRA). After the conversion, it is set to use the amount from the item, or the default if there is no amount in the item. Libraries will be offered the opportunity to specify new defaults.
- Lost item processing - New parameters (by branch): "Lost item: Charge overdue if billed" and "Lost item: Charge overdue if declared lost". If set to "No", then only charges for the lost item are added to the patron account (overdues are not added). (p. 89) Libraries will be able to choose.
- Lost Item Recovery- new default actions without staff intervention when a lost item is checked in (by branch). The Replacement Fee, Processing Fee and Overdue Fine can be Waived or Charged when a lost item is checked in or checked out within a specified time of it's lost date (in months or years). If the lost item has already been paid for, you can credit the patrons account or leave it as is for the above charges (overdue fine, processing fee and replacement cost). For example, if a lost item is checked out, you might want to charge the overdue to the previous patron and waive the replacement and processing fees. Maybe you would want to do the same at check in. You can have different actions for normal and bulk check in. (p. 88 – 89) Diane Robinson is testing.
- Reminder notices – the renewals column now lists how many renewals are left, not how many times the item has already been renewed; but if there is a hold, it may be misleading- leave off for now.
- New items - There is a "Copied item records default to In-Process" that we can set to "Yes" or "No" by branch. If set to "No", it uses the circulation status of the item that you copy. Will set to Yes so that holds will trap (and not copy withdrawn, e.g.)
- Cancelled Request notices – are now available (p. 96). When turned on, they can be sent via the patron preference or print only. As it is uncertain how this works in practice, it will be set to No for now, perhaps with one library testing it.
- Request options where no items are attached - There is an option to warn in the staff client: will set to warn in staff client and block in PAC (p. 73) Forthcoming books: posting these has ramifications for placing and aging of holds; NO action for now

o Polaris 3.3 implementation plan
  - PAC steering committee has met and made decisions on customization
  - JA staff will have to transfer customized reports and notices
  - Reconfigure terminal servers
  - Authority control to be run in bulk before upgrade, probably on same day; then automated as records added and weekly
  - Upgrade on October 8- expect to be down all day, esp. if authority control running the same day

- Serials: after 3.3, probably Nov-Dec; need to schedule training with Polaris

o Barcode placement: there was discussion about the best way to accommodate self-check machines and human staff. It will recommended that if a library places barcodes on the outside of books and magazines, to place barcodes on the front cover near the top or bottom edge. This recommendation was not extended to A-V materials.

o New magazines: what status to use? Suggest they be 'In-process' so that holds will trap, and blocked at check out for those libraries that keep newest issue on shelf.

o Blocking notes: there was some discussion on their uses; while specific recommendations are undecided, all notes and blocks should be used judiciously.

o September: vendor demos for self-check

Next meeting October 2, 2007 at 10:00 at MVLS

Respectfully submitted: Valerie Catlin (with help)