Joint Automation Project Operations Committee
Minutes April 2, 2008 at SALS 10:00

Present: Deb Callery (JOH), Valerie Catlin (MVLS), Becky Fasulo (COR), Jennifer Ferriss (SALS), Mary Hanley (JA), Claudia Hayes, CPH), Donna Kuhner (GLV), Sharon O'Brien (MVLS), Diane Robinson (JA), Jason Thomson (JA), Mary Ann Warner (SCP)

- Diane Robinson welcomed the group

- **Topics from last meeting**:
  o **SS numbers/ID Standards** – JA staff are looking at the ID field; ID's labeled as SS# will be removed; JA will create sets of records with numbers that look like Social Security numbers; after a fair warning period, JA will delete the ID's from those records; they will look into applying 'verify ID' blocks to the records.

  o **New Material Code – microform** – creating a new material type(s) would not conform to NYS annual report, where microforms are counted as the type of the original (book, serial). After some discussion about the material types in bib and item records, the issue was tabled, with the suggestion that libraries indicate microform/ fiche/film in the call number prefix or suffix.

  o **Contacts – new email lists** were created (xxx-ill, xxx-transit), but the 'E-mail lists' web page needs to be updated.

  o **Serials status** – Jennifer Ferris is working with SAR on trainer to learn the process. SAR (which had not previously barcoded serials) is marking current issues they they don't want to circulate as not loanable/ 'in-process'. They are about ready to go live with titles that have publication patterns (and not all of the records from Polaris had publication patterns). Libraries interested in implementing serials should contact their trainers.

  Credit Card use – A JA committee was formed to figure out how to best implement this new feature. Each branch may enable it or not, and there will be reports to distribute the money collected properly. Important security note: no credit card data will be on JA servers. As part of calling references for the GLE RFID project, we talked to another library that had implemented a system to notify patrons via email when they owed fines. The email notification to the patrons contained a link to the patron account page on the PAC so the patron could just pay their fines via credit card. JA staff think it's a wonderful idea and would like to try to implement something similar for MVLS/SALS.

New topics:
- **New collections added -** New and Popular Fiction/New and Popular Nonfiction

- **Reports** – new reports
  - Statistical Summary Report – scheduled on request
  - Dusty Book
  - Transaction Summary by Day of Week

  - Scheduling reports: is necessary because running large reports in the daytime slows the production server.
  - **Need for new report server** - As a result of the load on the server, JA plans to purchase a server for reports, and load prior days' data daily. A web-based interface will permit addition of descriptions of reports. The number of reports available to run on the Polaris staff client will consequently decrease.

- **Setting changes**
  - Setting for "Bad Checkins" - fine will clear if item is recovered on check out (assumed to be staff error in shelving before check in)
  - Default PAC sort changed to "Most Popular"; there were problems with the relevancy sort.

- **New 3.3 feature for Hold Slips and Hold Call Slips** – can print e-mail address and notification method on slip; can produce slips for self-pickup. There was discussion about the amount on information printed on the slip (first five letters of last name, 4 last digits of phone number, title of book) as a possible privacy concern.

- **"CAN Friends" patron code** – CAN had made hundreds of their library Friends Staff/Board because they were exempt from fines upon membership payment of $10; this was problematic because they became fine-exempt at other libraries (if policy exempted staff/board from fines), and because the status was not updated, so people who had paid years ago were still exempt. As a result, a new CAN Friends patron class will be created, and the settings at all other libraries for those patrons will be the same as regular patrons. Since the changes are labor-intensive (>1200 entries) and similar situations may arise, JA staff are creating a script that can be modified for use again to make the changes.

- **GLE RFID project** – After much research and discussion, and many meetings, GLE is about to purchase a RFID system with self-check units and automated materials handing for returns. The tag contains only the barcode and parts information, to reduce privacy concerns, and works

only in short range. Patron cards will not have RFID tags. A security bit will notify at gate if item was not checked out.

o **New Polaris Build** – will go on trainer first; some bugs are fixed. JA will announce when it is scheduled to be installed on trainer.

o **Circulation report name changes** – After soliciting name changes for two popular circulation reports, changes have been tabled, pending addition of descriptions.

o **Purging**
- **Patrons** – can delete patrons inactive over X days and their fines, excepting delinquents. Since libraries may want to review which patrons are being deleted, and may wish to move them to delinquent class, or leave them in the system, record sets can be created for library review. Circulation or Cybrarian use does update last activity date, but neither PAC account access or database use do. Annually is the preferred schedule. Item purges will precede patron purges.
- **Items** – It was demonstrated that for deleted items with fines attached that the author and title at least remain in the patron transaction record properties (except for uncatalogued items), so that libraries have some information to tell the patron should s/he turn up years later to question the fine.
    - It was decided that item deletions proceed by first deleting all items withdrawn prior to 1/1/07 that have no fines attached.
  Other purges were discussed, and Diane Robinson will send a purge plan to the committee before distributing generally, covering:
    - Items with fines older than 3 years that were withdrawn
    - Items missing for more than 2 years will be put in record sets for library review before deletion.
    - Lost items that are deleted disappear from the Claims view in the patron record, but the replacement cost remains. The prior policy was to retain for 7 years, and we will continue that policy. We will also offer libraries the option to retain them for less than 7 years (on a library by library basis) if they want.

Respectfully submitted,
Valerie Catlin