

Joint Automation Project  
Operations Committee Minutes  
December 9<sup>th</sup>, 2008 SALS 10:00

Present: Vicki Adams (CPH); Valerie Catlin (MVLS); Jennifer Ferriss (SALS); Mary Hanley (JA); Claudia Hayes (CPH); Mary Ann Hunter (SAR); Donna Kuhner (GLV); Michele Largeteau (JA); Tim McDonough (WAT); Sharon O'Brien (MVLS); Mary Ann Warner (SCP).

- Welcome: Michele Largeteau
- Topics from last meeting:
  - SS numbers/ID Standards- still outstanding
  - Credit Card status- no update; GLE's new self-check has some credit card capability
  - Purging status- JA has created record sets of patrons that will be purged on December 15, and libraries have been notified to check their set; they can remove patrons they don't want purged and change their patron code to delinquent. More purging will take place after the December 31.
  - Reports- Many reports were removed from the Polaris client and are available only from the report server; some are labeled to be run only after hours. There have been no Polaris performance problems since these changes were made.
  - Serials: SAR is checking in issues from Jan. 2009, and is more than halfway through creating serials holdings records for currently received titles. NOR is using serials starting with Jan. 2009 issues, and SCP has started creating holdings records and checking in. Libraries have had trouble with some publication patterns, and Michele Largeteau has asked Polaris for a webinar using our examples.  
PAC display of serials issues: can it be reversed so that date precedes enumeration? JA will investigate.  
It was noted that the preview window was useful to see how much a serial title circulates, and that placing multiple holds could be useful in trapping issues for withdrawal.
- New topics:
  - Replacement cost fees- There are items that have been lost and paid for by patrons (so patron record is cleared), but payment was not forwarded to the library that owned the material, and the items were not withdrawn, remaining instead in Lost status. There was discussion about partial payments, which some libraries do not

allow for replacement fees; and about dollar amount payments, which apply to the oldest charges on the account; and possible reports or enhancement requests. In the interests of resolving these, and not placing obstacles in the way of patrons who want to pay, JA will investigate creating reports that list payments for items that belong to other libraries (both owed and owing). This will be necessary for credit card payments in any case. The reports should probably be set up as an automatic subscription for all libraries. Results will be evaluated before asking for any enhancement on this issue. A reminder to check in and withdraw lost and paid items is also needed.

- User log in- SAR has switched to individual user log in, instead of a generic circulation account. CPH will begin user logins in January.
- End of Year- patron purge will take place on 12/15; EDI ends 12/24.
- Patron codes and stat. class: there was discussion about patrons who pay or donate for privileges. Patron codes could be reworded or added to accommodate these patrons, rather than calling them residents. Libraries should not change patron codes awarded at other libraries to these patrons, and should be reminded that stat class denotes the patron's place of primary residence; since it has no effect on policies, it should not be changed except to correct it. The stat. code determines resident/nonresident borrowers for the annual report.

Action: Saratoga Springs Public Library, upon approval [since granted], will get a new patron code called Saratoga X-libris to denote out of district patrons who pay for privileges. The patron registration procedure will change for X-libris patrons; it will use the new patron code and use the statistical code for their place of residence instead of the current code: Saratoga Springs Out – except. (which does not indicate where the patron lives) When they have cleaned up these patrons, the old stat code will be removed.

- GLE will reopen on December 12 with RFID, self-check stations, and Cybrarian.
- Self-check demos will take place on 12/16/08, 1/7/09 and 1/9/09; contact JA for more information.
- SAR brought up a holds processing question; JA will investigate.

- Meeting dates for next year; meetings will be at 9:30 a.m.

February 4, 2009	MVLS
April 1, 2009	SALS
June 3, 2009	MVLS

August 5, 2009	SALS
October 7, 2009	MVLS
December 2, 2009	SALS

Respectfully submitted,  
Valerie Catlin