Present: Vicki Adams (CPH); Deb Callery (JOH); Valerie Catlin (MVLS); Becky Fasulo (COR); Jennifer Ferriss (SALS); Lisa Flood (SCP); Mary Hanley (JA); Claudia Hayes (CPH); Mary Ann Hunter (SAR); Donna Kuhner (GLV); Michele Largeteau (JA); Tim McDonough (WAT); Sharon O'Brien (MVLS); Diane Robinson (JA).

Welcome: Michele Largeteau

Topics from last meeting:

- SS numbers/ID Standards: The committee considered whether JA should make it a policy that libraries collect ID numbers for patron records. There was discussion on a number of aspects and issues: whether the field should be required (no); its use to determine identity of patron with same name (esp. delinquents); many juveniles and some adults do not have picture ID's (and the age for juvenile vs. adult varies among libraries); cards for Internet access only with no borrowing privileges; guest cards. Consensus was that it is important to alert other libraries if information is incomplete.
  Action: The Operations committee recommends to JA Council that it establish a policy that libraries collect ID information for the ID Number field. If a library cannot collect ID info, the card should be blocked, and the message should read: "Did not provide ID; lend at your own risk" (rewording of "verify ID" block); libraries should also enter birthdates into patron records (as is currently recommended). A patron code will be added for Internet only cards.
- Credit Card status: the committee has not met
- Purging status: on hold
- Reports: JA staff are working on automatic subscriptions for commonly-used reports, such as Circulation by Items assigned branch, by loaning branch, Item circulation by collection, Items transferred and Items received to fill holds, and Patron register. When this is completed, the reports menu will be cleaned up. In answer to a question: Dusty books can be run for a collection, which will catch items that have no call number, or call number can be truncated with *, and the report includes serials. It uses call number prefix, classification, and suffix.
- Serials: Polaris has not responded to Michele Largeteau's request for a webinar using our examples publication patterns.
  PAC display of serials issues: can it be reversed so that date precedes enumeration? JA staff will investigate.
- Replacement cost fees: JA staff are working on a report to reconcile replacement fees paid at a different library from the one that owns the material. This not a common occurrence; most are caught by staff, and made payable to the owning library. The GLE self-check units have collected a

couple of these, and GLE intends to pay the owning libraries for fees collected. Fees for CBA and rotating collection items are and will be paid to the owning library (system). SCP will determine if they want one report, or one per branch. The reports, to be called "Lost and paid fees owed to us" and Lost and paid fees owed to others" will be e-mailed to the director unless s/he determines otherwise.

- Patron Registration fields: a new patron code has been added for Ex Libris SAR (out of district patrons who pay for privileges).
- Self Check Demos: five vendors have demonstrated their products, and Michele Largeteau has a cost comparison chart. A meeting will be held; SAR and CPH are interested.

New topics:
- Hold Pickup Slips: It was asked if hold pickup slips could be used for delivery tags. There are two kinds: the In-transit slip is too small; do not use. The hold pickup slip is longer, but because it has patron name on it, it should not be used, to protect patron privacy. (They are also expensive.)
- IDs for Patron Registration: covered under Old business
- Reminder notices: the "almost due" reminder e-mail contains a list of "Other items checked out to you; no action is required" . However, some items checked out may be overdue, and therefore DO require action. JA staff will remove the "no action is required" phrase from the message.
- Checkout workform: because the previous patron barcode is retained as a drop-down, touching the scroll mouse can inadvertently bring up the previous instead of current patron. It is now hard to purchase non-scroll mice. Advice was, as always, "read the screen", and a message will go out to site-contacts.
- Hold request workform: upon opening, places the cursor at Pickup library; if the user types, it changes the library. It was asked if the cursor might be placed in another field. Similarly, patrons placing requests in the PAC may not realize that the pickup library is by default where they are registered if a library is not selected, and that library may not be the one they use now.
  JA will create an itrac on this.
- Enhancements submitted to Polaris:
  o Ability to merge duplicate patrons: is coming in ver. 3.5
  o Delete punctuation in title (Mr, Mrs...): outstanding
  o Ability to apply credits to fines in fewer steps: outstanding

Next meeting is scheduled for April 1, 2009 at SALS at 9:30 a.m.

Respectfully submitted,
Valerie Catlin