Joint Automation Project
Operations Committee Minutes
April 1, 2009 at SALS

Present: Vicki Adams (CPH); Valerie Catlin (MVLS); Becky Fasulo (COR); Jennifer Ferriss (SALS); Judy Gerwitz (CPH); Mary Hanley (JA); Mary Ann Hunter (SAR); Michele Largeteau (JA); Sharon O'Brien (MVLS); Diane Robinson (JA); Peggy Stringer (SCP).

Welcome: by Michele Largeteau; Peggy Stringer, representing SCPL, was introduced.

Topics from last meeting:
- SS numbers/ID Standards: The policy committee has not met to discuss the recommendation that libraries collect ID's; if established, record cleanup will be necessary.
  Actions: if a policy is established, JA should create and run a job nightly that places a block on the record if there is no ID, and one that removes such a block if ID is added. Some patrons refuse to provide ID information, or having shown it, refuse to allow it to be entered. The current "verify ID" block, which the committee had requested revision to "Did not provide ID; lend at your own risk", was again revised to "no ID recorded".
- Further discussion on patron records, ID's and other record fields:
  o A common registration form with required fields indicated may be desirable-- possibly a fill-in PDF that patron could fill in, print, and bring to the library.
    Action: trainers will solicit member libraries for their registration forms, compare, and suggest a common form.
  o The desirability of including birthdate in the patron record was discussed; libraries feel they have to issue new cards to patrons who claim that the delinquent patron of the same name is not the same person, unless there is evidence to the contrary, and if no ID is present, birthdate is useful.
    Action: JA will request that Polaris create an option to deduplicate patron records on last name and birthdate.
  o Request for report of patrons registered by zip code: relates to patron preference (the library they use vs. where they live); holds pickup and whether they qualify for local holds; annual report statistics; and bringing patrons home.
    Action: JA will create a report that will create record sets of patrons registered by zip code. Libraries can then correct statistical codes.
- A patron code will be established for "Internet only", which will allow patrons to use Internet, databases, and Netlibrary, but will have 0 borrowing and 0 holds limits.

- Credit Card status: no change
- Purging status: on hold

- Reports: JA staff have completed the first round of commonly-used reports with automatic subscriptions, and the reports are being e-mailed to libraries.
- Serials: Polaris has still not responded to Michele Largeteau's request for a webinar, and most libraries seem to think it unnecessary now.
- PAC display of serials issues: can date precede enumeration? JA staff is investigating, but think it unlikely.
- Replacement cost fees: JA staff created reports for fees owed and owing, and sent it out for review; they are currently working on requested changes, and will send out again for review.
- Self Check: A meeting was held; SAR and CPH are interested, with possible long-tern interest in RFID as well.
- Reminder notices: JA staff submitted iTrac to remove the "no action is required" phrase from the "almost due" reminder e-mail under "Other items checked out to you; no action is required" (because some items may be overdue and indeed require action).

New topics:
- New fine code of "Museum Pass": is being created; at present, there is no perceived need for a new loan period, as libraries are using existing codes.
- Rules for adding/removing patron notes: these need cleanup, as notes will block transactions at self-check.
- Uniform registration forms: see above
- Patron statistical classes: see above; new ones can be created if needed, e.g. XXX town within (and outside of) YYY SD.
- New collection approved: Reading group; this replaces Reading group kits, since SAR requested the new one, and was the only user of the old one.

- Polaris version 3.5:
  - Ability to merge duplicate patrons: in ver. 3.5
  - Delete punctuation in title (Mr, Mrs...): in ver. 3.5
  - Last check-in information retained on check out: in ver. 3.5
  - Polaris is rolling out 3.5 now; JA will be purchasing new servers, so probably will upgrade in Fall 09.

Next meeting is scheduled for June 10, 2009 at MVLS at 9:30 a.m. (note: 1 week later than usual schedule)

Respectfully submitted,
Valerie Catlin