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Joint Automation Project
Operations Committee Minutes
June 10th, 2009 at MVLS
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Present: Vicki Adams (CPH); Deb Callery (JOH); Valerie Catlin (MVLS); Becky Fasulo (COR); Jennifer Ferriss (SALS); Mary Hanley (JA); Mary Ann Hunter (SAR); Sharon O'Brien (MVLS); Diane Robinson (JA); Peggy Stringer (SCP).

Welcome: by Diane Robinson

Topics from last meeting
- Patron registration
  - SS Numbers: Mary Hanley and Jason Thomson are working to identify patron records with ID's that may be SS#'s and collect them into record sets for libraries to look at after the patron purge scheduled for 6/23; they can be bulk changed to remove SS#'s and block for missing ID.
  - New ID Policy: JA staff are testing procedure to impose block "no ID recorded" if none is present, and to remove the block if ID is present; to be implemented after 6/23 patron purge.
  - Registration Form data: Sharon O'Brien and Jennifer Ferriss created a chart of patron record elements on library registration forms, with a view to creating a common online form that patrons of all libraries may use to initiate the registration process, and make it easier for staff (typed vs. handwritten). Some elements are universal, but many vary by library. A second phase might enable the information to be retained in a temporary database and perhaps even move the information into Polaris.
  After long discussion, it was decided to look again at Polaris PAC registration, which had been turned off in 2005 because not all libraries used it, and patrons often chose an inappropriate library, causing problems for the libraries that used it; and patrons added 'junk' records to the patron database. However, the monthly patron clean-up reports we have now will catch the junk records, and all PAC registration records that have not been updated within e.g., 60 days can be deleted. JA staff will turn on PAC registration in Trainer, with varying settings to try out.
  - Credit Card status: Because there is a bug in the e-commerce software that is fixed in version 3.5, it will not be implemented until after the upgrade. Kathy Naftaly (GLE) will again ask if libraries are interested, and schedule a meeting for the fall to discuss costs, payment reconciliations, etc. GLE is collecting credit payments on their self-check machines, including fees that are owed (and forwarded to) to other libraries.
  - Polaris 3.5 Upgrade: is scheduled for 11/11/09 (Veteran's Day); JA is purchasing all new servers, which will be staged over the summer. There will be a training server available in September with Polaris 3.5 installed. Staff are encouraged to read "What's new in 3.5" on the Polaris Extranet.

(See http://japroject.sals.edu/Polaris_Help/PLS_Information/GISExtranet.html)

- o Purging status: patron records (meeting the criteria- inactive, not delinquent, etc.) will be purged on 6/23; libraries have been notified to check their record sets.
- o Fees reports: are ready for production, and will be offered by subscription. Because they may be confusing (which fees have been forwarded? Must I forward $1.00 fees?), it might be better to changes the procedures that libraries use; libraries could collect all fees (instead of asking patron to make out check to the owning library) and use the report to forward payments monthly. Issues such as refunds, bounced checks and retroactive payments will need to be addressed. Information will be forwarded to the system directors for discussion with member library directors and/or policy committee.
- o Reminder notices: were changed to remove "no action is necessary at this time" above the list of other items out (since some may be overdue).

- New topics:
  - o Item circ statuses:
    - In-Repair: will change to "Repair" (to avoid confusion with "In")
    - Overdrive/NetLibrary: At present, item status is "In"; however, not every title is available for download at any time. It was decided to change the status for downloadable and Internet items to "Online". Since the number of item statuses in Polaris is limited, Online will take the place of Bindery. All items in Bindery status will be changed to Repair.
  - o Indicating "Storage" on items: Libraries use shelf location (preferred), or call number prefix or suffix, because shelf location does not display in the find tool (requested by iTrac long ago) or request manager. The shelf location will show in 3.5 on Check in and Check out, but it is not yet known if it will display in the Find tool.
  - o New Material Type: "Children's New/Popular Video": will be added.
  - o New Patron Codes: Gloversville will add patron codes to restrict borrowing by some nonresident patrons.
  - o SMUG meeting: schedule for after 3.5 upgrade?
  - o New shelf location: Children's New & Popular will be added.
  - o Patron alphabetic sorting problem: Polaris is still working on it.
  - o Cassie (public access computer management) is being tested by JA staff, so far with encouraging results.

Next meeting: August 5, 2009 at SALS at 9:30 a.m.

Respectfully submitted,
Valerie Catlin