

**Joint Automation Project  
Operations Committee Minutes  
December 8th, 2009 at SALS**

Present: Vicki Adams (CPH); Deb Callery (JOH); Valerie Catlin (MVLS); Jennifer Ferriss (SALS); Lisa Flood (SCP); Sally Gillich (CPH); Mary Ann Hunter (SAR); Leah LaFera (CAN); Sue Laing (GLE); M. Largeteau (JA); T. McDonough (WAT); Kathy Naftaly (GLE); Sharon O'Brien (MVL); Diane Robinson (JA).

**Welcome:** by Michele Largeteau

**Previous topics**

- Polaris 3.5 Upgrade
  - Several new servers are being put into operation (a lot of work)
  - Currency conversion options: will be hidden
  
- New reports
  - Two new collection/material type analysis reports
  - Item and circulation report- runs for all libraries only; Action: an iTrac will be filed to request ability to run by branch.
  - Floating collections report- will hide (RDL and MAL may test this out)
  - Holds FY analysis- runs for all libraries, so will be hidden; this information is also in holds summary report.
  - E-mail delivery failure report (failed e-mails as of cutoff date) could be more useful than current practice of bounced messages; report summarizes but doesn't give reason for failure. Action: This will be offered as a daily subscription.
  - Patron financial reports- need further examination.
  - In transit/transferred receipts- not really useful for delivery as they stand, as there is no delivery code, and they are not long enough to stay in the book. JA will look at SA settings to see if these can be changed.
  
- Lost item- lost and paid and recovered: Action: after discussion and post-meeting follow up, it was decided to change the default so that fines (overdue and replacement) are automatically waived no matter when the item is recovered. A library may opt to set a time frame after which the overdue and/or replacement cost will not be waived, or have a staff person resolve all lost items manually when recovered via normal check in, bulk check in and/or check out. (Contact JA for these options.)
  
- ID Policy
  - The policy committee passed an ID policy, but the patron record block imposed also blocked self-check, so it needs rewriting.

- The address check date job creates a block, but if it does not affect patron PAC use, it will be turned on.
  - There was discussion about bad data in the ID field and the need for cleanup; libraries should not put garbage in the ID field to bypass a “no ID” block.
  - Libraries need to inform patrons that in a system what is OK at one library may not be so at another.
  - Action: If a person is unable or unwilling to supply an ID, use the free text block to record circumstances: “No ID recorded” and reason why; another library can then make its decision about lending to the patron.
  - SS Numbers: a few states apparently use SS#’s as driver’s license number; undecided how to resolve this conflict with SS# policy.
  - Action- The job to add a block to patron records with no data in the ID field will be turned on to run nightly.
- Purging status
    - Patron records (inactive with no fines) were purged.
    - Other records- before further purging, JA need to know what data will be needed for reports, and how far back and if libraries need reports archived; Jennifer Ferriss and Sharon O’Brien will take this question to their respective directors’ councils.

### **New topics**

- Cassie status- installations are going well; it was agreed to rename the Cybrarian use field to Cassie use only.
- SMUG meeting (SALS/MVLS Users’ Group)- will be scheduled dependent on enhancement timeline. SALS will find a co-chair to serve with Deb Callery.
- Bulk change permissions for items- need policy, procedures and training before permissions are expanded.
- Shelf location names- a couple are inconsistent from library to library, e.g., oversize vs oversized; Action: these will be standardized unless there are strong objections.
- PAC update- the committee will meet about 3.5 options after trainer is set up.

### **2010 meeting dates**

February 3 at MVLS  
 April 7 at SALS  
 June 8 at MVLS

August 4 at SALS  
 October 6 at MVLS  
 December 1 at SALS

Respectfully submitted,  
 Valerie Catlin