

**Joint Automation Project
Operations Committee Minutes
April 6th, 2011 at MVLS**

Attendance: Val Catlin (MVLS), Jennifer Ferriss (SALS), Lisa Flood (SCP), Mary Hanley (JA), Mary Ann Hunter (SAR), Donna Kuhner (GLV), Leah LaFera (CAN), Michele Largeteau (JA), Sue Laing (GLE), Sharon O'Brien (MVLS), Diane Robinson (JA)

Absent: Deb Callery (JOH)

Guests: Sally Gillich (CPH), Susan Groesbeck (JOH), Tim McDonough (WAT), Kathy Naftaly (GLE)

Welcome- by Michele Largeteau, with thanks to Diane Robinson, who led the February meeting.

Previous topics

- **Purging-** JA staff purged about 25,000 unlinked authority records. The next purge category will be fines; messages will be sent to libraries to determine which patrons will be moved to Delinquent Borrower patron code, so that their fines will not be purged with other fines over 7 years old.
- **Volume field data-** The Volume Field Conventions document was distributed and posted on the Intranet. Trainers are cleaning up data. It was suggested that trainers talk to libraries whose staff are still entering data incorrectly.
- **ILL loaning list** (like CPH's on their web site)- future project
- **Collection cleanup-** no action since last meeting

Polaris 4.0 Upgrade

- **Text messaging notification-** JA staff are still testing against spam filter, and examining how the fields work. Best practice recommendations are needed, and testing on various mobile phones and service providers. A number of committee members volunteered to test messaging on their phones.
- **First available copy holds-** This new feature enables holds on the first available copy where the data in the volume fields match, including punctuation and spacing (see also volume field, above). It is turned on for serials at present, but inconsistent and extraneous data in the volume field, along with varying ways to divide sets, are a barrier to its implementation for other types of material. If turned on, and any item attached to the bib. record has any data (however useless) in the volume field, the PAC forces the patron placing a hold

to choose a specific copy or first available copy. Action: JA will ask Polaris for help on making this work better for us.

- **Mobile PAC**- is working but not widely publicized, due to bugs that prevent it from working properly, or at all, on some mobile phones. JA staff have done only minor customization on it. The PAC Steering committee will recommend on further customizations.
- **Polaris status**- Timing of the next build is unknown, and some fixes and improvements may not be available until version 4.1. Current problems are: Call number irregularities from EDI orders; libraries that are using the new version of offline circ (SAR, CPH and GLE) cannot use the Special Date feature because it will cause the program to crash; patron sometimes cannot delete reading list from PAC in Internet Explorer. Action: JA will send message to site-contacts about browsers. Other known issues include: cash drawer report, unnecessary e-mail about notices, duplicate notices, transfer cuts off name, libraries with branches have to post notices separately for each branch (iTrac outstanding).
- **In-transit slips**- now have 3-letter delivery code on top. Past experience indicates that the slips are too short and tend to fall out of books, though some libraries use them anyway. JA staff are investigating coding to enable the receipt printers to feed extra length. However, with improved delivery service, the slips may work; SAR will try them out and report on their experience.

New topics:

- **Credit card committee will be reconvening**- Needed are: information from Polaris on how credit card payments work, and involvement of JA Finance committee on how to distribute monies collected.

Other items discussed:

- **PUG Conference** (Fall, Dallas, TX)- There is no commitment yet for JA staff to attend, and no one else at the meeting had yet decided to attend.
- **Patron photos**- only LUZ is using
- **Reports status**- Reports are mostly stable now, but report server is doing some inexplicable things, e.g. sending out 1/5 report on 4/5.
- **List of available reports**- Laura Baker has compiled a full list and will send it out in a message to site-contacts; it was requested that the list be posted on the Intranet as well. Natalie McDonough is revising her list of "Reports in plain English". Anyone wanting to know to which reports they are subscribed can make request to JA.

Next meeting – June 1st, 9:30 at SALS

Respectfully submitted, Valerie Catlin