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STATE OF DELAWARE
DELAWARE LIBRARY CATALOG
All STATE CIRC. MEETING MINUTES

Wednesday, November 28, 2012
Delaware Division of Libraries

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Attendees: **Appoquinimink** Mary Borecki; **Brandywine Hundred** Pam Stevens; **Bridgeville** Jonnell Singer; **Claymont** Carol Harrington; **Del Tech Stanton** Karen Dower; **Delmar** Susan Upole; **Dover** Becky Norton; **Elsmere** Perrie Carrow; **Garfield Park** Jim Medaris; **Greenwood** Catharine Kramer; **Hockessin** Lauren Smiley; **Kent County** Denise Cayz; **Kirkwood** Susan Githens; **Laurel** Wenona Phillips; **Lewes** Sandy Browning; Milford Norma Chalmers; **Millsboro** Brenda Shockley; **Milton** Frances Susie; **Newark** Beth Stevens; **Selbyville** Tania Cline; **Smyrna** Carol Reuben; **Ncco Tech Serv** Susan Pettit; **Div of Libs** Diann Colose, Marie Cunningham, Jane Tupin.

Statewide Circulation Staff meetings are planned for the last Wed. of every other month and will be held at the Delaware Division of Libraries. The group will present problems and share ideas. When warranted, they will form procedural recommendations to be discussed at the Public Library Steering Committee meetings for final approval.

Meeting dates
Wednesday, Jan. 30th @ DDL 9:30 a.m.
Wednesday, Mar 27th @ DDL 9:30 a.m.
Wednesday, May 29th @ DDL 9:30 a.m.
Wednesday, July 31st @ DDL 9:30 a.m.
Wednesday, Sept 25th @ DDL 9:30 a.m.
Wednesday, Nov. 20th @ DDL 9:30 a.m.

1. **DDL consortium page:** Diann Colose described the "consortium.lib.de.us" staff page. Staff will need to use the library circulation login and password to access this page. This is a site to provide support and documents for the Delaware Library Catalog. Staff can access policy statements, instructions for using e-books and information on library initiatives, such as the geek promotion. Consortium page has instructions on using My List in Enterprise, a chart of user profiles and what they mean, a presentation explaining Symphony codes, and what to do in a technology emergency.

2. **Enterprise:** the new catalog was demonstrated (http://dlc.lib.de.us). There is no title browse search in Enterprise, but it has various limiters and an advanced search option. The reserve search is for academic libraries. Limiters can be used to search for Books, EBooks, Movies, etc. The author search looks at all author tags in the MARC record. Patrons can choose to search for only available items or by library location code. The list feature is improved and a history of titles can be created. A new message, "renewal limit is reached" will now alert the patron.

3. **Expired hold process**: Dover is going to be a test site for Diann Colose to try and improve maintenance of the hold shelf. The Expired Holds Report runs daily to expire items that are not picked up. The Clean Hold Shelf Report runs M-F to move the expired holds on to the next location. Clean hold shelf will change the current location to on the shelf at the owning library when the item is still on the pickup library's hold shelf. There has been a change made to the report to facilitate better hold processing. The new location of HOLDPROC should help address this problem. Report also does not list a hold canceled by the patron.

4. **Error message:** If the Expired Holds Report does not break the link between the item and the patron, an error message appears when the item is checked in. The message says, "Hold must be available or suspended". If OK is clicked and item does not belong to the library it is routed to local shelves anyway. Diann has a report that runs daily and lists expired hold items still linked to the patron record. If this error occurs, set the item aside and contact sirsi.support.

5. **Walk in video games:** Patrons are allowed to check in video games from the Dover walk in collection off site. The loan starts at the Dover Library, but can be returned and checked out again, to the same patron, if requested at another DLC library.

6. **Card applications:** DLC application was reviewed by circulation staff and recommendations for improvements were given to Diann Colose. She has updated the form and received additional comments. The Public Library Steering Committee will consider the new application to approve the changes.

7. **Alt ID:** Do not enter the driver's license in the Alt ID field in the user record. Some new student user records are overlaying existing records since the student ID can match the six digit license number.

8. **Dup check for user records:** Diann Colose updated the duplicate record check on the system by adding the birthdate (local configuration on the computer will override this). The system will check for duplicate license, name, home phone, street and birthdate.

9. **List Missing hold report:** Diann Colose updated the list missing holds report for all libraries to provide better results. Hockessin recommended the changes after logging the issue and using the updated report.

10. **Refund policy:** refund for lost item payments policy was handed out. The document can be found on the consortium page.

Next meeting is Wednesday January 30th at Division of Libraries in Dover at 9:30 a.m.