

DALNET CIRCULATION STANDARDS TASK FORCE MEETING

March 7, 1991 at Wayne State University

Minutes

1. Circulation Forum Plans

Remaining issues were decided so the registration form could be finalized and distributed. Louise and Jeff will redo flyer and add map to back of registration form. Systems Office will copy on yellow paper and mail packs of flyers and forms to DALNET Project Managers.

The box deli lunch from Lefkosky's was selected at the best value. They need to know final count a couple days before the meeting and will deliver to DPL.

Systems Office will do name tags and list of registrants to be handed out at the meeting.

The detailed agenda was also reviewed. Times for speakers were estimated and "coordinator" for each session selected. Jeff will add a review of patron note codes to his section on circ standards. The revision is attached.

Committee members were asked to bring outlines of their presentations to the next meeting. Helen is arranging for an overhead and screen for speakers using transparencies.

2. Infopass Policy/Procedure

Ready for distribution by Systems Office to DALNET Project Managers for review. Louise will handle and report back their comments at the next Task Force meeting.

3. Note Field Standards

Jeff recommended adding another code to the 10-code core list. Team members strongly encourage use of these codes to make patron record interpretation easier in all DALNET libraries. The list will be revised and distributed to DALNET Project Managers for their comments.

4. "Available" and "Needed" Notice Wording

D. Fox still creating sample notices with the suggested wording for Task Force review.

5. SAS Reports Update

a. Circulation Statistics by Call Number Range

The statistics should be expanded to include circ transactions for selected pseudo patrons, e.g., ILL and Infopass. Team members will send call number range recommendations to Louise to compile for the next meeting.

b. Cumulative Circ Statistics

Louise reviewed sample cumulated circ stats on the daily operations report. Two columns have been added to the report—one for month-to-date and one for year-to-date. The problem with year-to-date is the three fiscal years used by DALNET institutions. Louise will proceed to put this report into production for all DALNET libraries.

6. Macomb University Center--Circulation Testing

Louise briefly described the NOTIS courtesy charging and discharging between DALNET institutions currently being tested for the Macomb University Center.

7. SSN Policies

Louise reported on the suggestion received from U of D Mercy about the use of the organization ID field for pseudo-SSN's. Louise will add to the standard and forward to the Board (copy attached).

8. Bill for Non-Return Output

The Task Force unanimously supported only printing the "bill for non-return alerts" once a week. Louise will check with Dody Fox on feasibility. If feasible, all DALNET libraries using circulation will need to be polled before the change can be implemented.

9. Other

An instance of a patron wanting to clear a fine from one DALNET library at a different DALNET library was reported. The impromptu procedure followed was:

- write check to library where money owed;

DALNET Circulation Standards Task Force Meeting
Minutes -- March 7, 1991
Page 3

- patron supplied addressed, stamped envelope;
- library where paid agreed to mail check and mark fines/fees paid to clear the block.

The next meeting of the Task Force will be at the WSU Purdy Library in the Dean's Conference Room on Monday, April 1, at 2:00 p.m.

Notes by

Louise Bugg
March 11, 1991