

NORTH TEXAS LIBRARY CONSORTIUM

September 3, 2009

System Office

Attending: Pat Stegall, Palin Bree, Pam Felt, Paul Waak, Jesse Ephraim, Gwen Hopper, Gwen Bevill, Leanna Cowan, Adam Wright, Judy Daniluk

By phone: Cecilia Barham, Yvonne Flippo, Geoff Sams, Rebecca Belknap, Donna Pierce, Vicky Elieson

The meeting was called to order at 1:00.

OLD BUSINESS:

MAPPING AND FILE UPLOAD UPDATE:

Vicky moved that "Other" be added to the list of patron types. Kathy seconded and the motion carried.

It is recommended that all libraries start recording Driver's License numbers in the database so that duplicate patrons may be identified easily.

LOGIN STATUS UPDATE: Patron barcodes may be used for user names to login staff members who have patron barcodes, but it is recommended that other user names be chosen instead, for example, circstaff.

COMMITTEE REPORTS: none

CONSIDERATION OF CIRC POLICY CHANGE: Leanna moved that items will circulate according to the policy of the owning library rather than the circulating library. Kathy seconded. Rebecca and Vicky voted "nay" and there was one abstention. The motion carried.

A motion was made that courtesy notices be emailed one day prior to the due date of an item. Cecilia seconded and the motion passed unanimously.

Donna moved that overdue notices be generated and emailed (where possible) at 7 days and at 14 days. She further moved that at 21 days, only print notices are generated. Pat seconded and the motion carried unanimously.

TRAINING: Training sessions will be held in Aubrey on September 22 for Cataloging and September 23 for Reports. Both sessions will be held from 9:30 to 4:00.

NEW BUSINESS:

OFFLINE CLIENT: Members were informed that there is a bug in the offline client that requires the "Print Receipt" button to be turned on in order for circulation functions to work.

TIME OUT ISSUE: During patron registration, the work session will "time out" and require logging in to the staff client again. Shae had not heard of this issue and will look in to it.

DISCUSSION OF NEXT STEPS: The final upload of circulation data is due at the end of the last day that the library is open this week. September 10 is the “go-live” date. Please email Adam the upload totals for bib and patron records.

After go-live, contact Adam or Judy for support before calling Equinox.

HOW-TO QUESTIONS: How does hold-stalling work, and how long do we want to stall a hold? Since we won't be sharing materials as we go live, this discussion was tabled.

OTHER: Changing membership rules to reflect a minimum cost, a minimum commitment of time or, at the least, a minimum meeting attendance was discussed. This issue was tabled until October or November:

The next meeting will be held September 11, 2009 from 1:00 to 3:00.