

OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
January 19, 2007

Present: Rita Schiesser, Algoma; Kathy Beck, Terri Dawson, Vicki Lenz, Michael Nitz, Karen Probst, Martin Swenson, Appleton; Val Husom, Black Creek; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Susan O'Leary Frick, Fremont; Kay Rankel, Gillett, Carolyn Habeck, Hortonville; Robyn Grove, Iola; Maggie Wagoner, Kaukauna; Mike Wilber, Keshena; Susan Grosshuesch, Kewaunee; Barbara Wentzel, Karen Vandenberg, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Sandra Hipke, Tim Dirks, Marinette; Sharon Stuhr, Marion; Ann Hunt, New London; Terrie Howe, Mark Merrifield, Nicolet; Peg Murphy, Oconto; Donna Bubolz, Joan Denis, Oconto Falls; Patty Hankey, Emily Koss, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Sue Vater Olson, Scandinavia; Elizabeth Timmins, Seymour; Sherrie Schweitzer, Shawano; Becky Rickel, Shiocton; Becca Berger, Joe Clabots, Linda Streyle, Sturgeon Bay; Sue Abrahamson, Ruth Hoppe, Waupaca; Lucie Erickson, Weyauwega.

1. Call to order

- The Meeting came to order at 9:35.
- All attendees introduced themselves.

2. Minutes of the October 20, 2006 Meeting

- The minutes of the meeting were accepted as distributed.

3. Announcements

- The OWLSnet website will be getting a new domain and a new design
 - **www.owlsnet.info** will be the new domain name.
 - The new domain should make it easier to navigate OWLSnet content. The new site and new domain should be coming in the next quarter.
- Circulation manual - coming soon
 - The new manual will be mailed out to the libraries in about a month. It will have tabbed sections for patron registration, circulation, serials, etc.
- Daylight Savings Time
 - Because of the Energy Policy Act of 2005, Congress has extended Daylight Savings Time.
 - Microsoft has a patch for Windows XP that will update your system. If you have an earlier version of Windows there is no patch; you will have to manually change the time.
 - OWLS will provide a webpage that has instructions and a link for the Daylight Savings Time patch.
- Maggie from Kaukauna announced Giovanna is retiring Feb 14. Kaukauna has hired Erika Fleisner to start as the new children's librarian on February 15.

4. Information

- Committee and users group updates
 - OWLSnet Planning Committee update
 - The committee has met twice so far and is currently working on a

value statement. They have also talked about areas that need policies or procedures.

- InfoSoup development update
 - The InfoSoup Development blog includes discussion on a variety of topics such as seasonal tweaks and a Just for Kids page. All input is welcome. <http://www.owlsweb.info/iSoupDev/>
 - The InfoSoup Mp3 player give away is in progress, with two winners already chosen (and a third chosen during the meeting). More than 1600 people have entered the contest.
- Circ Works and Technical Services Users Groups update
 - At the last Circ Works meeting Release 2006 was discussed.
 - The Tech Services group talked about the use of scanners for ISBN scanning. Scanners at circ terminals should not be used for this purpose, but backroom scanner can be. **Please contact Charles if you would like to format a scanner to scan ISBNs.**
 - In item and periodical records, please do not delete any of the information in variable length fields located at the bottom of the screen. OWLS staff use this information for many different purposes.
 - **A joint Circ and Tech Services meeting will be held on February 21st at Appleton.** Tech Services will be held first, and then Circ Works. Everyone is encouraged to attend both parts of the meeting.
- Collection Agency Update
 - A new Attorney General's opinion was released, which interpreted the concept of "acting within the scope of the library" much more narrowly than in the past. It appears that, according to this opinion, libraries can't send information to local law enforcement or their attorney for collection without a court order.
 - The DPI is bound to follow the Attorney General's opinions, and library systems are accountable to DPI. Because of this OWLS and Nicolet believe they must follow these opinions. But, at the local library level, it is up to the local library. We'd suggest consulting with your municipal attorney, and following their recommendations.
 - Clearly, a legislative remedy is necessary, and DPI and WLA are working on doing this.
 - **The use of the collection agency has been put on hold.**
- Annual Report- circulation numbers update
 - A complete set of numbers that are mapped to match the annual report for each library will be ready next week.
 - We do have final circulation totals for the year now. A spreadsheet and memo was handed out to each library that broke down transactions, checkouts, and renewals.
- Release 2006 - what's new, what's changed, what are we working on?
 - Emily demonstrated the upgrades that are included in Release 2006 in Circulation and InfoSoup.

- There have been several fixes installed for problems since upgrading, such as fixing the problem with the wrong call number displaying in the Title Paging List and issues with long titles on checkin.
 - Many libraries have had problems editing patron and item records. Innovative has told us that installing the previous version of the client should solve this problem. If you are interested in doing this, please call Emily so she can walk you through it.
 - View Holds
 - The directions that were posted for View Holds were demonstrated.
 - Libraries should be looking at their available items every day.
 - All libraries should be looking at view holds. It provides good service for your patrons, and helps to make sure you send your items out promptly.
 - Too Long in Transit study
 - We've had quite a few discussions about items that are too long in transit. Some people feel that there are a disproportionate number of popular DVDs on this list.
 - We've done some research, and from what we can tell, the percentage of DVDs too long in transit seems to match the percentage of DVDs in transit at any point in time.
 - In order to try to determine the scope of the problem, OWLS will be conducting a six month study of all items that land on the Too Long in Transit report. We've put a message (now an internal note) on the item so we can track them during this time. Please don't delete the note as this is how all the data will be collected.
 - After the 6 months we will be able to see what items are too long in transit, how long they stay too long in transit, etc.
 - Circulation issues
 - New email list for book club holds
 - A new e-mail list was created that includes all OWLSnet libraries' business e-mail accounts. **The address is OWLSnetLibs@mail.owls.lib.wi.us.**
 - Please direct all book club holds to this list.
 - We encourage everyone writing to this list to name the libraries that have the item available on shelf.
 - Lost & Paid procedures
 - Please do not mark any materials lost that are not owned by your library. It is recommended that you let the normal billing cycle run.
5. Discussion/Decision - discussion of issues with possible decisions by attendees
- OWLSnet circulation procedures - discussion of procedures handed out at the last AAC meeting/decision
 - These were updated to get rid of GEAC terms and to bring them into current practice.
 - Cataloging & processing items – Accepted with the addition of a note about multivolume items.
 - General circulation procedures – Accepted as is.

- Patron registration procedures – Wording will be changed about the charge of a replacement library card as not all libraries charge for the first replacement. Also, the date of birth is now required. All patrons must supply a birthdate to be given a card. A discussion took place on the requirement of photo ID for a library card. The procedure was accepted, but it will be looked at more in the future.
 - Discarding Items Procedure – Accepted as is.
 - Lost and Claims Returned Procedures
 - Many libraries discussed that they were selecting different options than the one that is recommended for Claims Returned. OWLS will write something for all libraries about the consequences of selecting the other options for Claims Returned.
 - We will revisit this later.
 - Payment for lost & billed procedures – Accepted as is.
 - Hold processing procedures – Accepted as is, except the word “reserve” will be changed to the word “hold.”
 - Damaged Materials with holds – Accepted as is.
- OWLSnet Resource Sharing Policy - discussion of updated policy handed out at the last AAC meeting/decision
 - The exception dealing with school curriculum material was taken out as all school libraries in OWLSnet circ all their materials. Accepted with change. **The revised policy was recommended to the Board for formal approval.**
- Short Loan procedures - discussion/decision
 - A discussion took place on whether or not we should require the use of short loan I-types, or if changing the due dates is an acceptable alternative. There was also a discussion about placing short loan stickers on other libraries’ materials.
 - **We agreed that all libraries should use short loan stickers, and libraries may put short loan stickers on other libraries’ materials (already coded as short loan).**
 - **We agreed that owning libraries should code all high-demand materials as short loan.**
 - A discussion took place on what short loan should apply to. Only new materials, or should it apply to all materials?
 - **We agreed that all high-demand items should be coded as short loan, not just new items.**
 - Once a month, OWLS can send out a list to libraries of all their materials that are coded with a short loan I-type. If you would like the short loan list, please e-mail Patty.
 - A new copy of the Short Loan procedures will be sent out with the minutes that will reflect the new procedures.
- Patron Types
 - Institution Card
 - A line will be added to the description that these cards should not

- be used for libraries.
 - These do not accrue fines at most libraries. Let OWLS know if you would like to have this changed at your library.
 - Description of patron types
 - Community Cards are only in use by Shawano and Appleton, mostly by people without a permanent address.
- Circulation of damaged items
 - Can damaged items be circulated? Can sets be circulated with damaged or missing parts?
 - If there is already a bib record for individual parts, you may move it to this other bib record.
 - If you have part of a damaged set, please send it to Gerri. She will try to make whole sets out of several damaged sets if possible.
 - **We agreed that damaged items or items missing parts should not be circulated.**
 - Handling charges for rewinding, etc. - discussion/decision
 - **Fees will now be handled like fines; they will not need to be returned to the owning library.**
- Delivery slips on CD's
 - Everyone agreed that removing the delivery slip from inside the front of the CD case takes too long. Any other method is acceptable.

6. Other business

- Gerri will be investigating PC management software, and plans to have a proposal for a system-wide solution by the end of February.
- Kaukauna, Kimberly/Little Chute have installed wireless internet. A sign up form will be put on the OWLSnet website for libraries to indicate interest in getting wireless.
- Vikki Lenz proposed that when we put a child in collection status we hold the parent responsible for their card for child's material by linking them. Appleton asked their city attorney about this and they said this was okay. This wouldn't transfer the fines or bills, but this would put the parent in collection status.
- It was asked whether we can prevent a parent who has a delinquent card from signing for a child. Rick will ask DPI about this.
- A sample of a Playaway Audiobook was brought in by Pam at Lakewood. Lakewood has been circulating these for a while. They are about the same price as an Audiobook on cassette or CD.
- Overdrive books now check out for 14 days and up to four items.

7. Adjournment

- Meeting adjourned at 2:38.