

## **MORE OPERATIONS Committee Minutes** (*unapproved*)

**Monday, February 25, 2013**

**IFLS**

### **Summary of Actions**

1. Reporting Sierra problems is encouraged with date/time/function noted. Ongoing problems running three days should be submitted to the IFLS help desk.
2. Libraries are reminded that patron names are NOT to be printed on the date due slips for privacy reasons.
3. Do not place an MBlock on LEPMPL/CF/ME patrons.
4. Do not circulate AV in damaged cases; cases with broken hubs must be replaced. Damaged items need to be returned to the owning library with the proper (blue or yellow) filled-out form taped over the item barcode.
5. Handling replacement cost payments - do not send cash through the courier.

**Attending:** Maureen Welch (IF), chair; Christina Jones (AL); Leslie LaRose (AU); Bridget Krejci (BB); Diane Bergeron (CF); Laura Miller (EC); Chris Byerly (FR); Jennifer Rickard (NR); Jane Miller (PR); Mark Drkula (RL); Karen Furo-Bonnstetter (WO); and Kathy Setter (MORE) ex officio.

**Absent:** Virginia Kujawa (ME); Christy Rundquist (PE); and Mary Greatens (RF).

**Also attending:** Renee Ponzio (EC); and Lori Roholt (MORE).

**Call to order:** Meeting called to order at 1:34pm by Chair Maureen Welch.

**Volunteer to take minutes:** Chris Byerly recorded meeting minutes.

**Quorum:** Established.

**Compliance with Open Meeting Law:** Compliance with Open Meeting Law was satisfied.

**Approve agenda:** **MOTION** (La Rose/Rickard) to accept agenda; **PASSED** by voice.

**Approve minutes:** Noted that Virginia Kujawa had not attended the Nov 5 meeting.

**MOTION** (Miller/Rickard) to approve corrected minutes of Nov 5, 2012; **PASSED** by voice.

### **Issues from other MORE meetings/committees:**

**Announcements:** MORE has requested the Patron Images project from Innovative; libraries would be able to add patron picture to patron record. Individual libraries would be responsible for purchasing the cameras for their library (about \$180?). This cannot be made a compulsory function, and library boards would need to adopt policies to cover use of patron photographs. This feature is turned on at circ logins.

### **New Business:**

**Election of officers:** Chair Maureen Welch and Secretary Laura Miller approved by unanimous consent.

**Communication from this committee:** Committee minutes should follow Directors Council template. MORE Ops communications should be sent to the email list [moreops@lists.iflsweb.org](mailto:moreops@lists.iflsweb.org). Committee minutes and other communications should be sent to the MORE general list [more@lists.iflsweb.org](mailto:more@lists.iflsweb.org). MORE email addresses are found on the IFLS website under MORE/Contacts.

**Report on Sierra:** Reporting is vital to addressing Sierra problems and day/time/function should be noted when making a report. If problems continue for three days reports should be submitted to IFLS help desk.

**Scoped/limited to available searches on the OPAC:** There appears to be an OPAC problem that when searching items held by a particular library and clicking on “limit to available” the owning library’s item may not actually be available, although MORE shows availability at other libraries. Lori Roholt will research this scope more and report back to committee.

**Info on date due slips:** Libraries are reminded that patron names are NOT to be printed on the date due slips for privacy reasons.

**Handling item paging slips:** Except for ILL patrons, locate and scan in the items and put them in transit with a transit slip – no other information needs to be included.

**MBlock text:** This blocks all circulation transactions. Do not place an MBlock on LEPMPL/CF/ME patrons because it affects collection agency. Patrons will see the text of this block message in their My Account; the text of the message can be changed by Ops Committee decision if needed.

**Handling damaged items with holds:** Do not circulate AV in damaged cases; cases with broken hubs must be replaced. Damaged items need to be returned to the owning library with the proper (blue or yellow) filled-out form taped over the item barcode.

**Handling replacement cost payments:** Do not send cash through the courier.

**Barcode ranges for patrons – getting statistics by barcode range:** OneClick accounts must be disabled and a new account created if the patron barcode is used by user name.

**OneClick & Overdrive authentication:** Issues with authentication are to be sent to Maureen.

**Giveaway/Emporium offerings:** Discussion of suggestion to create a listserv for libraries wanting to get rid of pieces/parts of items or other materials.

**Schedule of 2013 meeting dates/locations:** May 13; August 26; November 18.

**Set next meeting date:** Monday, May 13, at 1:30pm, IFLS

**Issues and assignments for next meeting:**

**Adjournment:** 3:45pm

Respectfully submitted,  
Chris Byerly