

Agenda:

- 1) Hold-ability of order records update – Brandon, Marmot**
 - a.** Dummy records for On Order Bibs
 - i.** This is a process to add dummy item records for newer items, where there are orders existing on the items
 - ii.** Instructions for this process are available from Marmot
 - iii.** UCC will use this process for adding new item records
 - iv.** The item record must be in the list of preferred item record templates and the following parameters should be selected:
 - 1.** Suppress icode2
 - 2.** Select the proper i-type
 - 3.** Select the proper location
 - 4.** Leave the agency at 100 – Marmot library network
 - v.** Marmot will remove these item records roughly every three months after they're created
 - vi.** Amy suggested that this needs to be done more frequently to cleanup records
 - 1.** Brandon will send out a link to this document to UCC in order to determine if anything needs to be changed
 - 2.** In the meantime, this process can be followed
- 2) Communication of notices to patrons - Amy, Garfield**
 - a.** When patrons at other libraries checkout my materials, notices generate for both the owning and lending locations
 - i.** The determination of whether or not to mail certain notices can be complicated because we don't know what notices other libraries are sending or how often they are being sent
 - ii.** We don't want to duplicate efforts from other libraries or bother patrons unnecessarily with duplicate notices
 - b.** Setting global standards may require a longer time-frame to get everyone on the same page
 - i.** iii has had this discussion, but has taken no action
 - c.** Email notices aren't a problem, but print notices are
 - d.** The next step requires that everyone looks into their loan rules
 - i.** Martha has a colleague who is willing to investigate this
 - e.** This will be featured in the next ASC meeting
- 3) Check-out period issues – Martha, Ft. Lewis**
 - a.** Academic libraries usually have extended checkout periods for faculty
 - b.** Because their loan rules govern other libraries' items, those items may checkout for an entire semester (or year)
 - i.** For instance, when a DVD (i-type 30) is lent to Ft. Lewis faculty, the borrowing library's loan rules trump the lending library's loan rules and that patron will get month-long checks-outs unless this the due date is manually adjusted
 - ii.** Changing the checkout period eliminates the option for renewal, so overriding due dates is less than ideal
 - c.** Brandon – Each library is using different i-types (with a few exceptions, like DVDs)
 - i.** This impacts notices, overdue fines and checkout periods
 - ii.** This problem has been an issue for a long time as loan rule table changes haven't been made
 - iii.** A create list can be run to determine which items are checked-out longer than the normal lending period among non-agency p-types
 - 1.** In create lists, libraries can see what items are checked-out and get a list of the patron barcodes, but they cannot access patron names or contact information
 - 2.** The patron's home library could then change the item's due date
 - d.** Brandon proposed standardizing i-types so that checkout periods are consistent across all libraries
 - e.** Amy suggested adding an i-code could that would stand-in for the loan rule, which could be implemented across Marmot and ensure a standardized lending period
 - f.** Brandon has started gathering lists of different i-types in use and how many records are assigned to each i-type
 - i.** The next step is to identify similar i-types and extend the same i-type to all similar items

- 1.** Brandon will also determine if there is an i-code table big enough to facilitate this
- g.** Amy suggested that the i-type name should be changed to match the loan rule and that an i-type migration could be implemented, similar to recent p-type migrations
- h.** Brandon – i-types could be standardized regardless of p-type, ensuring consistent lending periods
 - i.** Notices could also be written in a standardized format
 - ii.** All Marmot libraries would have to agree on this
- i.** This item will be featured in the next ASC meeting
- j.** Martha and Brandon will experiment on the loan table for Ft. Lewis in the meantime
- k.** The next meeting is scheduled for April 12th