DALNET CIRCULATION STANDARDS COMMITTEE MEETING
March 8, 1993

Minutes

Present: G. Bosler, L. Bugg, J. Pearson, L. Stewart, F. Young

Absent: J. Emahiser, T. Potvin

1.   Reciprocal Borrowing--

Gerry reported that a meeting of SEMLOL libraries participating in the reciprocal borrowing pilot is scheduled for March 24 at MCC. Statistics reveal that the larger institutions are indeed lending more. The group will be considering formulas for compensation of "net lenders."

2.   Statistical Reports--

Louise passed around sample reports by call number of one day's circulation for Beaumont, DPL, and Wayne State. Dody continues to work on these as time is available. CPU utilization and run time will be monitored to evaluate feasibility of running these reports as often as monthly.

3.   QuikReports--

On hold until the software is installed in test and samples can be run.

4.   NOTIS PACLoan/IntraSystem Loan--

Committee members had reviewed NOTIS documentation. All thought it was difficult to understand how the system would work from reading only. We need to see it in test mode.

Issues raised by the group included:

a)   Policy matters to be considered by the Access Committee, such as, which parts of the system will be optional for DALNET libraries; who will decide which patrons can use the service, especially guest borrowers; which materials can be requested, including photocopies; payment; and delivery.
b)   Implementation considerations, such as workflow, public service, user education/staff training, authorization and security, impact on OCLC, DOCLINE, and other automated ILL systems.
c)   Costs and need to install ILL client workstations for staff, including Windows-capable PC's, TCP/IP communications, and equipment maintenance.

5.   DALNET Access Committee--

Gerry Bosler, MCC, and Eric Condic, OU, are co-chairing the revitalized Access Committee. The group currently includes these additional members: Sallie Ellison (backup Patrice Merritt), WSU; Jim Flaherty, WCCC; Tom Lewandowski, OCC (tentative); Fran Young, UDM; Joe Oldenburg, DPL; and Sandra Martin, Harper.

Gerry reported the Committee plans to:

a)   review its charge;
b)   compile current DALNET access policies;
c)   identify areas of policy agreement;
d)   make recommendations in the areas of interlibrary loan and reciprocal borrowing.

Background information for the group includes various SEMLOL documents as well as written policies from other NOTIS consortia. Louise distributed copies of the Washington Research Library Consortium's ILL policies/agreements. Louise will be the DALNET Systems Office liaison to this Committee.

Given the overlap in membership between the Circulation and Access Committees, there seemed no urgency for a joint meeting. When PACLoan can be demonstrated in test may be the best time for the groups to meet together. DALNET policy options for ILL will be affected by PACLoan capabilities. The need to arrive at consensus on DALNET ILL policies coincides with plans to fully implement PACLoan.

6.   Billing and Patron Record Purge--

Pending Dody doing a test run for review.

7.   Circulation Mailer--

Jeff distributed copies of wording being developed by Wayne State for its carbonized circulation mailers. A new mailer with a return envelope and a credit card payment option will be used for bills. The old mailer will continue to be used for overdue, item available, and item needed notices. Jeff will give Committee members samples of the new mailers at the next meeting.

Two other DALNET libraries also use mailers--DPL and OCC.

8.   1993 Circulation Forum--

The group agreed to postpone the 1993 Forum for DALNET Circulation staff until Fall--late September/early October time frame.   Louise will have DPL cancel the room reservation for April 19 and she will notify DALNET Project Managers of this change in plans.

A timetable to schedule the Forum in the Fall was drafted:

May -- reserve date at DPL and reassess topics for the program;
June -- determine speakers and program format;
July -- finalize program and registration forms;
August -- distribute registration forms to DALNET libraries;
September -- registration forms due, lunch/food plans finalized;
Late September/early October -- hold FORUM.

Program topics could include:

- Online demonstration of "advanced" NOTIS circ procedures, e.g., abil process, "over" forgiving, canceling holds;
- DALNET listserv explanation;
- Patron and bill/fine file cleanup;
- Statistical reports, including QuikReports;
- Collection development procedures related to circ;
- PACLoan/IntraSystem Loan demo.

The meeting room needs "datashow" capability to do the online demos. Louise will check with DPL.

9.   Other--

a)   **Message on second followup bill:** The group agreed to change the message on the second followup bill from "The following books are due" to "The following amounts are due." Louise will have Dody make this change.

b)   **Review Charge:** The DALNET Board has requested that all Task Forces and Committees (henceforth Committees) review and update their original "charges" by August 1993. Copies of the Circulation Standards charge were distributed for review at the next meeting.

NEXT MEETING: May 7 (with fallback of May 14), 1993, 2:00 - 4:00 p.m. at University of Detroit Mercy, McNichols Campus.
                               (NOTE: Jeff will confirm via PROFS)

Submitted by Louise Bugg
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