

DALNET CIRCULATION STANDARDS TASK FORCE MEETING

Oakland University, May 8, 1992

Minutes

Present: G. Bosler (MCC); L. Bugg (DALNET Office Liaison); H. Ma (DPL); J. Pearson (WSU); L. Stewart (OU); F. Young (UDM)

1. Future NOTIS Circulation Enhancements

a) **Release 5.0.2 Record Purge**

Bill and Fine Record Purge -- There was agreement on purging closed records, though we did not determine how long they should be kept online before being purged. For open bills determined to be uncollectible, there was not consensus. Some must keep all open bills online for a number of years, e.g., UDM required 3 years and OU required 6 years. It might be possible to purge uncollectible bills under 1 or 2 dollars. Multiple fiscal years must be kept in mind during the purge process.

Questions raised included: Can there be paper output of purged bills to serve as an audit trail? Can the bills be sorted first by library? Can records purged to tape be re-loaded for an audit? Must a patron tape also be kept to enable a re-load?

b) **Release 5.2 Circ Re-write**

The NOTIS Circ Re-write Team has a new consortium representative--Bruce Hulse from WRLC. Louise will send him DALNET's previously written comments on our circulation needs.

c) **NOTIS Circ SIG**

The SIG will be meeting at ALA this summer.

2. Patron Record Expiration/Deletion

Jeff described Wayne's recent update of its student patron records that expired ID's and added delete dates for those students not currently enrolled. One particular problem area was pseudo SSN's entered in the SSN field.

3. Reciprocal Borrowing

Three DALNET libraries plan to participate in the SEMLOL reciprocal borrowing pilot in Fall 1992: MCC, OU, and UDM. Louise gathered information for the circ tables. Institution specific statistics will be needed at the end of the trial period, including number of ID's (library cards) issued, number of charges, and fines incurred. It may be useful for the three libraries to agree on codes for the participating institutions to enter into a PATCODE field--to help with data gathering.

4. Statistical Reports

Louann had contacted Vanderbilt regarding their SAS report of circulation statistics by call number range. She distributed sample pages of the report and a printout of the SAS program. The report is by call number range, patron category, and location. Nikki Meyer of Vanderbilt says the report takes a couple of days for them to run, so they run it once a year. It takes data from both the action and history files.

[NOTE: Louann got this further information after the meeting. The report also handles Dewey and SuDoc call numbers. There is no documentation describing the report other than the SAS program itself.]

5. Third Bill Followup

Jeff distributed copies of his proposal to refer Wayne's long overdue, delinquent book replacement bills to a collection agency. As a first step for faculty, Wayne plans to notify Department Chairs. Discussion followed about the requirements of the Library Privacy Act and information about book charges given to third parties.

Jeff is compiling lists of Wayne's delinquent Infopass borrowers by home institution. He will be distributing these lists to the home institutions to take action on Wayne's behalf, as agreed by the SEMLOL participants.

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6. NOTIS PACLoan

Louise distributed copies of a NOTIS "PACLink ILL Patron Interface" document for review. This description does not include the staff mode aspects of PACLoan. The group will discuss the document at the next meeting to provide comments to NOTIS from a consortium viewpoint.

The next meeting was scheduled for July 10, 2:00 p.m., at the Detroit Public Library.

Notes by

Louise Bugg
May 27, 1992