DALNET Circulation Task Force Meeting
June 8, 1990

Minutes

Present: Jerry Bosler, Louise Bugg, Eric Condic, Helen Ma, Jeff
Pearson, Faith Van Toll, Fran Young

1. Introductions and Background

New members were introduced and welcomed. Faith reviewed
the completed work to date and distributed copies of the
documents approved at the April DALNET Board meeting. The
next assignments of the Task Force are:
a. Add to the standards document sections on handling
social security numbers and Infopass records in the
patron database;
b. Finalize the prioritized list of management and
statistical reports to be developed for the NOTIS
circulation module;
c. Develop guidelines for resolving patron name
differences between libraries;
d. Review a request for disclaimer wording on overdue and
other notices.

2. Task Force "Housekeeping" Issues

Faith is the outgoing Chair of the Task Force. Jeff
Pearson, the WSU Purdy circulation librarian, will be taking
on that responsibility. Faith made these suggestions to the
group:
a. That she is willing to attend the next couple of
meetings as past-Chair, if needed;
b. That the Chair issue minutes of the meetings to have a
record of the process;
c. That regular meeting times be set to minimize delays
due to scheduling;
d. That the WSU Systems Office provide secretarial
support.

3. Management and Statistical Reports

The group decided to concentrate on the list of circulation
management and statistical reports, to get a list approved
as soon as possible. Realistically, only a few such reports
may be able to be created in the next six months. The
highest priority reports need to be identified quickly. As
those first reports are developed, priorities for the next
ones can be set.

The draft list and comments previously made were discussed. The top priorities in each of three groups of reports were identified. The list will be distributed to the DALNET Project Managers for their input, before it is forwarded to the Board.

The next meeting was scheduled for **Wednesday, July 25th, at 2:00 p.m. in the WSU Purdy Library Dean's Conference Room.**

Notes by,

Louise Bugg
June 11, 1990

LB90-268

Wayne State University Libraries

Memorandum

TO: DALNET Project Managers

FROM: Louise Bugg *Louise*

SUBJECT: DALNET Circulation Management and Statistical Reports

DATE: June 11, 1990

The attached draft list of Recommended NOTIS Circulation Reports was developed by the DALNET Circulation Task Force. Within each section, the top priority report as identified by the Task Force has been listed as Number 1. In the Statistical Reports section, the top two priorities of the Task Force have been identified.

The Task Force's goal is to identify the top 1 or 2 priority items in each section at its next meeting on July 25th. With the Board's approval, these reports can be begun immediately. Priorities for the remaining reports can be decided later.

The Task Force is seeking your input as to the top two priorities for your institution within each section. Please indicate on the lines provided your number 1 and 2 items, sign, and return the list to me BEFORE July 25th.

Many thanks.

Attachment

cy: DALNET Circ Task Force/

LB90-267

- D R A F T -

DALNET Circulation Standards Task Force
Priority Listing of Recommended NOTIS Circulation Reports

PATRON REPORTS

_____1. List of patrons with outstanding fines above a
specified amount by patron group.
_____ Lists of patrons with blocks (including patrons who
have reached charge/renewal limits)
_____ List of books with holds
_____ Lists of books currently charged, by patron category
and within category by patron name
_____ Lists of all patrons in the system, first by patron
category and within category by patron name

STATISTICAL REPORTS

_____1. Monthly circulation totals (items that appear on the
operations reports)
_____2. Number of charges for each call number range by date
by library/building   .
_____ Statistics by patron group
(a) the number of patron records per group; sorted as
needed, including by zip code
(b) the number of charges per group
_____ Number of charges for each unlinked item, in call
number order
_____ Number new patron IDs, by service unit, patron
category, and date
_____ Number of items overdue, by service unit and 1st
notice, 2nd notice, etc.
_____ Amounts collected, by service unit and operator ID

COURSE RESERVES REPORTS

_____1. Lists of items on reserve by professor, course, author,
title
_____ Lists of items on course reserve by expiry date, then
by professor

Institution_____

Signature_____

Date_____

June 8, 1990

LB90-267