

**MSC Partner Libraries Meeting  
July 17, 2012**

**Roll Call:**

Bitterroot Public Library – Hamilton	Trista Smith
Drummond School-Community Library	Jodi Oberweiser
Flathead County Library & Branches	Patty Jones
Glendive Public Library	Dawn Kingstad and Gail Nagle
Hearst Free Library – Anaconda	Mitch Grady -Absent
Lincoln County Libraries	Rick Ball
Miles Community College Library	Ann Rutherford
Miles City Public Library	Hannah Nash
Mineral County Public Library	Guna Chaberek
Missoula Public Library & Branches	Elizabeth Jonkel, Honore Bray, Annie Alger
North Valley Public Library – Stevensville	Desiree Dramstad
North Lake County Library District	Marilyn Trosper
Rosebud County Library & Branch	Cherie Hesper
Whitefish Community Library	Joey Kositzky
Montana State Library Condron	Ken Adams, Amy Marchwick, Melody
Plains Library District	Carrie Terrell
MSU Billings Library	Cheryl Hoover (guest)

Honore made a motion to accept the minutes of May 3, 2012 as distributed. It was seconded by Joey and approved.

**Plains Library District Joining Partners:**

- Carrie Terrell explained that her staff has walked through the process with the help of Marilyn and her staff and is prepared to “go live” in mid August.
- Carrie has sent the MOU to Dawn who will forward it to the group. She further explained that they plan to send crates via the Senior Bus on Mondays and Thursdays to Missoula Public Library and have worked out an arrangement with MPL to pay for full crates on an annual basis.
- Carrie will be on vacation until July 31<sup>st</sup> but we are asked to view the Partner’s Plan and respond in a timely manner so that everything may be in place for the mid August go live date.
- Melody has created a revised Holds Matrix and will distribute it to the group.
- Elizabeth will add Plains Library District to the Critelli Courier; routing slips.

**Status of Symphony 3.4.1**

- Ken reported that work on the Test Server is finished.
- Amy is providing webinars on Monday, Wednesday, and Friday. Please sign up.
- The next step: SUNDAY JULY 29<sup>th</sup> beginning at 8am: Mike and Ken will begin the upgrade process by reindexing and then updating.
- AFTER the update is complete (Monday) the workstations will prompt you to upgrade.
- CLICK YES!!! Then let the client upgrade itself by following the prompts.
- [Clicking “NO” will lead to a whole host of trouble so just don’t do it!] ☺
- Hannah reminded the group that it is possible to “test drive” on a SEPARATE WORK STATION. [Do Not use a circ station].
- Ken has sent information about this via email.

### **Critelli Courier Routing Slips**

- Use the “Critelli routing slips” for ILLs ONLY. This needs only to say TO: and FROM:
- For Partner items, use the format we have always used in the past; bundle items with rubber bands – NO TAPE – and a slip with the Partner Library on top.

### **Float Items @ Non-Floating Item Libraries**

- Cherie has had items show up for Float Return even though they are not a Floating Library. Melody explained that sometimes a float book is returned to satisfy a Hold and gets put into local circulation. Please send Melody item ID examples if this happens to frequently. Otherwise, check the item out to the owning library’s Float-Ret User and put it in the transit crates. Melody also reminded Partners to regularly Clean Holds Shelf.
- Ken distributes a Float New Book report every month to help with this process.

### **Replacement Copies**

- Elizabeth asked if Partner Libraries will be willing to accept replacement copies for lost or damaged items from patrons if they match the ISBN and are in New condition rather than accept cash only. Most libraries verbally agreed though some will need Board approval. We also discussed the need to put such wording into the Partners agreement.

### **Barcodes**

- Honore reminded Partners to put barcodes on the FRONT LEFT CORNER of all new material for ease of checkout – especially with the Self Checkout systems.

### **Payment for fines at Partner libraries**

- Desiree clarified the process for patrons blocked by fines: a patron from a partner library may pay the limit on a fine to check out books. The Partner library may waive the remaining balance. This does NOT apply to lost or damaged items. In this case, the patron must pay for the item as well as referral and processing fees.

### **Public Comment / Parting Comments!**

- Thank you! This has been relatively painless! – Carrie
- Wonderful to have you! –Cherie
- It’s about time! – Patty
- Great meeting! - Dawn

### **Next Meeting**

September 18, 2012 @ noon