Florida State University
Campus Circulation Committee

Meeting Minutes

Tuesday, July 8, 2014

Meeting began at 10:01 a.m.

Members Present
Patrick Fulton, Chair
Katie Crandall, Jane Driber, Leila Gibradze, Mackenzie Lightfoot, Amy Lipford, Jon Lutz, Sara Nodine, Robyn Rosasco, Jillyann Sanchez, Dan Schoonover, Mike Siriwardena, James Waters

Members Absent
Pam Doffek, Leila Gibradze, Laura Gayle Green, Erica Heasley, Calvin Holloway, Jon Lutz, Katrina Miller

General Committee Business and Membership

- **Patrick Fulton**: Each library should submit their primary, secondary, and tertiary voting members’ names and contact information to Robyn Rosasco by the end of business today.

Overview of UBorrow Changes

- **Dan Schoonover**: UBorrow changes effective on July 15, 2014: FLVC will activate colleges in the university ILL module and vice versa. The college and university Aleph ILL modules will be reunited in the union catalog. Colleges are still placing requests through Primo, and universities are still submitting request through Mango. On July 15, college holdings will be visible through the union catalog. FLVC’s eventual goal is to completely merge college and university holding in Mango (even though colleges voted to not merge in the last resource sharing meeting). On July 15, colleges will place requests in Primo and university borrowers will place UBorrow requests as normal. If an item is owned by a university and a college, the college will be placed at bottom of the lending string (as a last resort lending library). If item is own by only colleges, then Mango will push university patrons to the ILLiad form. FLVC’s goal: everyone (university and college patrons) will submit requests in the union catalog, which will communicate with Primo, the university ILL module, the college ILL module, and Mango.

- **Schoonover**: The college and university libraries have agreed upon a common loan period of 45 days and one 30-day renewal (effective July 15).

- **Schoonover**: Colleges and universities will have identical book straps.

- **Schoonover**: Because the automatic renewal system occurs in Mango, renewal requests for college items will be managed manually until colleges are fully integrated in the union catalog/Mango.

- **Mike Siriwardena**: Will the renewal process for colleges borrowing books from universities be automated on our end?

- **Schoonover**: I don’t know. [Per Schoonover on July 9, 2014: “Confirmation.....because unmediated/automatic renewals happen within MANGO, any requests placed by a college patron (through PRIMO) must go through the manual renewal process. That means that until all colleges are placing requests through MANGO, we need to keep an eye on our RENEWAL REQUEST queues. FLVC or FLASC said today that they hope everyone will be placing requests in the MANGO union catalog by August 18.”]

- **Jane Driber**: Have colleges always used Primo? When a Primo user submits a request, will the college user not be pushed to ILLiad if they are at another college?

- **Schoonover, Siriwardena**: Colleges always been with Primo. Yes.

- **Sara Nodine**: I’ve noticed that college item records separate from university item records in the union catalog. Will that merge on July 15?

- **Schoonover**: We’ve let FLVC know there is a problem with that because patrons select the first record they see, which could be a college record. If they select a college record, Mango will push them to ILLiad.

- **Siriwardena**: FLVC will probably prioritize university records over college records in a union catalog search.

- **Nodine**: The union catalog should be able to recognize that our patrons are requesting from university account.

- **Schoonover**: How it shared ILL between colleges and universities will benefit FSU the most: more access to literature and popular reading, but that is information that our patrons want. Colleges are buying more of the best sellers (e.g., New York Times Best Sellers).

- **Siriwardena**: Is FLVC going to remove the e-books from the union catalog?

- **Schoonover**: No.
• **Fulton:** Will UBorrow borrowing requests expire after 24 hours or 2 days?
  • **Schoonover:** Borrowing requests will expire after 2 days.
  • **Schoonover:** Lending strings will be prioritized by regional proximity. For example, FAMU will be first on FSU’s lending string. That all happens in 24 hours or less.
  • **Siriwardena:** The 45-day loan period does not include shipping times.
  • **Schoonover:** Correct. The loan time is 45 days from when item lands on campus. If a patron waits 10 days to pick up an item, they get 35 days until the item is due.
  • **Siriwardena:** Will sticker and printed-out book straps be unified?
  • **Schoonover:** I don’t know.

### Committee Membership – Inclusion of Other Campus Libraries

- **Fulton:** Let’s agree upon provisions for adding other campus libraries to this committee. There has been interest from the Engineering library to join the Committee. We should invite everyone who wants to participate to Circ. Committee meetings. Rather than invite other campus libraries as voting members, we will invite them to regular monthly meetings and then re-evaluate the Committee’s structure next year.
- **Siriwardena:** Distance libraries, like at Panama City Regional Campus, might want the option of just being on the email list rather than attending regular meetings.
- **Fulton:** Interested parties might want to feel out committee participation first before becoming voting members.
- **Fulton:** I will contact other campus libraries to see if they would like to attend meetings.
- **Schoonover:** What is the status of Dirac? Are they already a part of the Committee?
- **Jillyann Sanchez:** We haven’t had anyone from Dirac attend a meeting.
- **Fulton:** Weren’t we were interpreting that Dirac’s representation was through Strozier members?
- **Fulton:** I will contact Rachel Besara about whether she would like to represent Dirac at Circ. Committee meetings. I will also contact Jenny McKnight at Engineering about attending meetings, as well as Panama City Regional Campus. Are there any other libraries that we need to make contact with?
- **Siriwardena:** Maybe the Career Center?
- **Nodine:** They will be hiring a new librarian soon.
- **Fulton:** I will make outreach efforts to the other libraries and ask if they would like to attend next month’s meeting. We will then re-evaluate our membership structure next June.

### New Campus Circulation Committee Structure

- **Katie Crandall, Driber, Schoonover:** Can we review the new officer positions and committee structure?
- **Fulton:** During the last meeting, we approved bylaws for the general Committee structure. We have three officer positions: I am the Chair and represent the Music Library as a voting member, Jillyann Sanchez is the Vice Chair and represents Strozier as a voting member, Robyn Rosasco is Secretary and represents the Medical Library as a voting member. Rather than electing officers, we will be doing a rotation each year (e.g., Jillyann will become Chair, Robyn will become Vice Chair, etc.). That way, every library gets officer representation. Every library has at least one voting member present at meetings; Strozier has two voting members for a total of 7 votes. We need 5 votes to come to any decision. In addition to one primary voting member, each library has one secondary voting member. Each library should have a voting member present at every meeting.
- **Schoonover:** Is one person is designated by the Committee as the primary voting member? Or will that be decided internally at each library?
- **Fulton:** For continuity’s sake, each library should have a designated primary and secondary voting member if more than one member is going to meetings, but our ultimate goal is for voting membership to be decided internally at each library.

### Policies for Fine Management, Billing, and Blocking Patron Accounts

- **Driber:** If there is a UBorrow book that our patron loses, then we have to pay for it. Does each library make its own overdue policy?
- **Schoonover:** UBorrow items have the same lost/overdue policies of the home/pickup library. These policies are different at each library. Books are checked out from the home library, so the patron will be receiving the home library’s overdue notices. The home library does not reimburse the library where the book came from and the lending library will eat the cost. There are a lot of people who want to change this; colleges do currently bill each other for lost items. Some people say that end of year all balances out and it’s a lot of work to bill each other.
- **Driber:** We pay for it and then get the money from the borrower. How do we all make decisions to block patrons?
- **Siriwardena:** Fines Management makes the decision to blocks patrons; we don’t make that decision. Velma Smith (Interlibrary Loan) will block users in ILLiad on a case-by-case basis.
- **Sanchez:** Mary and Bev (Fines Management) will contact circulation staff for each case and will notify us about patron blocks.
• *Fulton:* Right now, Music has only one outstanding global block. We only block patrons for egregious situations.
• *Driber:* I am worried that a particular student will graduate without paying her lost item replacement fees.
• *Group:* She won’t be able to graduate without paying her library fees.
• *Nodine:* If she is billed, collections agencies will contact her.
• *Fulton:* At Music, we use a tiered billing system. We will bill at the highest tier for UBorrow items.
• *Schoonover:* Will you accept a replacement copy?
• *Fulton:* We haven’t had that situation for UBorrow items. It depends on whether the lending library will accept a replacement copy.
• *Driber:* Our faculty members have proved that other universities do accept book replacements.
• *Nodine:* If we had to charge a patron $150, I would contact the lending library to see if they would like us to provide replacement books or the fee.
• *Sanchez:* The decision depends on the item and who you are communicating with (e.g., reserves, textbooks, etc.).
• *Crandall:* Automated billing at Law won’t kick in until Fall.
• *Fulton:* Will they be able to manually bill you?
• *Nodine, Fulton:* You will need a charge input document. You can use this to bill each item manually through Accounts Receivable. Do this for replacement costs so that there is a financial obligation before graduation happens and before they process diplomas a few weeks before graduation.
• *Schoonover:* Do you charge a processing fee?
• *Fulton:* Processing fees are built into the tiered system.
• *Schoonover:* Is any part of it nonrefundable?
• *Fulton, Nodine:* All of it is nonrefundable.
• *Fulton:* After 15 days, books cannot be replaced. Whether we accept replacement copies is at my discretion; it depends on the patron’s history whether I will show leniency.
• *Nodine:* The lost item budget balances out in the end using the tiered billing system.
• *Nodine:* There have been very few times we have to search for lost books after the tiered system was put into place.
• *Fulton:* I don’t think that a UBorrow book has been billed to lost since implementation.
• *Driber:* When placing a Lost status on UBorrow book, how long does it have to be overdue before billing?
• *Siriwardena, Schoonover:* If it is on the hold shelf and not checked out to the patron, the item is not billed.
• *Siriwardena:* Once it is checked out to the patron, if it is 60 days past due, it will be considered Lost and sent to billing.
• [Per Schoonover on July 9, 2014: “FLVC/FLASC announced that in the next week or two they will commence with their third annual patron purge. Any patron accounts that have been inactive for three years or more and have no financial obligations will be purged.”]

### Renewals

• *Fulton:* We decided collectively that we would institute a 5-renewal policy across campus libraries. What is the status on this?
• *Schoonover:* The ticket has been submitted to FLVC, but I don’t have confirmation that they have received the ticket or are working on it.
• *Schoonover:* I will see where FLVC is at with the ticket and if they will send confirmation for the implementation of the 5-renewal policy. [Per Schoonover on July 11, 2014: “I just received confirmation from FCLAFLVCFLACS that we are all set up for 5 renewals—all FSU patrons all libraries general collections.”]

### Campus Library Updates

• *Crandall:* This will be my last Circ. Committee meeting. Amy Lipford is going to be taking over for me. I will be more focused on student outreach. We will have Committee representation from interlibrary loan, so Jane will be attending. In addition to Jane, Katie Miller and Amy Lipford will attend Circ. Committee meetings.
• *Each membership introduces him- and herself to Amy Lipford.*
• *Driber:* Law’s patron records updating issue got resolved. I believe FLVC fixed it.
• *Robyn Rosasco:* The Medical Library has undergone some personnel changes. We have a new Director, Martin Wood, and we currently have an open position to hire an E-Resources Librarian.
• *Crandall:* Law also has new personnel. We now have a Research and Scholarly Communications Librarian. Patti is gone and we are hiring a new administrative assistant.
• **Fulton:** Music is extending loan periods on media items and conducting data cleanup. Our automated holds emailing system is set up and functioning successfully. I am happy to help anyone set up on their automated holds email systems.

*Meeting adjourned at 10:55 a.m.*

Next meeting will be held on Tuesday, August 12, 10:00 – 11:00 a.m. at the Music Library. Scholars Commons (Strozier) will serve as a backup location.