

ALL-WALS Agenda With Notes
Caestecker Public Library (Green Lake)
June 19th, 2018

9:00 – 9:15 Coffee & Conversation

9:15 – 9:30 – Introductions, Old Business

- **Note Signoff** – Remember when you enter any note, sign it! Use “XX firstname lastinitial mm/dd/yy”, where XX is your library code (the standard two digits we use to distinguish your library in reports, BE, OS, WN, etc). Example: OS RuthP 06/19/18
- **Bounced Emails** – Remove the email field completely. Add a NOTE to the patron’s account. Do not just backspace over the email address. Do not add a note in the EMAIL field. This makes extra work for OS-Tech and Melissa.
- **DEWEY vs ASIS** – Magazines should be set to Class Scheme ASIS. Magazine call numbers don’t fit a DEWEY class scheme, but the system tries to turn them into dewey call numbers with leading zeroes. We need consistency so that we can make batch changes if necessary. We’ve set default properties for most libraries. Let us know if you need yours changed.

9:30 – 10:00 –Refreshers & Updates

- **Deleting items:** Yes, there’s a Delete Button. Yes, you’re allowed to use it to remove mistakes—like if you accidentally create too many items while barcoding. Do not use it to remove items that actually exist, or used to exist. Doing so will lose all the circ stats, and screw up various reports and fine information.
- **OTHER items:** Use a non-library specific title for them. If there already is a title for “Jigsaw Puzzle” or “Fishing Poles”, prefer that one, instead of creating a short record.
- **Adding New Magazine Titles:** Send an email to Kathy Grace to have a title added; do NOT add a Short Record. Send the title, subtitle, publisher and ISSN (if available).
- **Clean Holds Shelf report:** It is important to do your library’s Clean Hold Shelf Report first thing in the morning, preferably before you open. Why? Because these items are waiting to go somewhere—either for another hold, or back to their shelf (in your library or elsewhere). Until you find and scan these items, staff and patrons don’t have a good idea where the item is and whether it is really available. It is akin to reshelving your items after you empty the bookdrop. All those items say they are on the shelf or intransit, but in fact they are on a cart or desk waiting to be reshelved.

Updates

- **Teacher Card Recap** – Melissa and I did some digging into the number of teacher cards, and their status. The number of “bad apple” teachers is about 2% and teacher cards only make up about 2% of the entire patron database. So, we are talking about a very few people. At the May WTEC it was decided that we are not going to be making any changes in the Teacher card configuration.
- **Graphic Novels** - New! Locations for Adult Graphic Novels, New Adult Graphic Novels (etc). Go forth and split out collections by age group (based on where the items are sitting on your shelf. Icat2 can still be different)

10:00- 10:30 – New Business

- **FavAuthClub: Email Patrons Notice of Holds Placed.** We can do this now! We modified a report that sends notices to pull out holds placed by the Favorite Author Club, and email patrons which things have been placed on hold for them. Should we do this?
- **Digital Only Cards – allow patrons with blocked cards to access?** Some libraries would like their patrons to be able to access OverDrive (and other online resources) to patrons whose cards are Blocked. For OverDrive in particular, this would need to be a system-wide decision.

10:30-10:40 Break

10:40-12:00 Update on Samarbeid ['samarbæid] n. cooperation, collaboration.

- Next meeting (June 20) focuses on Governance.
- Want to make go on/stop now decision in July – not total commitment, or totally completed policies. Just “it’s clear that this isn’t going to work—let’s stop now.” Or “We really think this is worth it—we’ll do what it takes to make it work.”
- Read the documents and keep up to date on the website:
<https://sites.google.com/view/samarbeid/home>
- Talk to your county’s committee rep.

12:00-12:45 LUNCH!

12:45 -- ?? Anything we didn’t get to before lunch, or other topics that anyone would like to introduce.