

## 4CLS Circulation/ILL Minutes

June 17<sup>th</sup>, 2015 at 10am

Bainbridge Free Library

### Attending:

Stephanie Champney (WP), Barb Potter (HART), Nancy Wilcox (OX), Mary King (GR), Susan Rowe (GI), Dawn Rogers-Kroll (WA), Gary Norman (MO), Jen Donohue (ON), Tina Winstead (ON), Vicki Raphael (NO), Beverly Fox (BA), Pat Parks (STA), Justin Seitz (DE), Ramona Bogart (AF) and Steve Bachman, Megan Biddle, Jeff Jeffords and Noelle Holmes (4CLS).

1. Welcome-Introductions
2. Discussion of Routing Slips
  - i. It is not necessary to fold the bottom of the salmon colored routing slips when they are being placed in a book for delivery.
  - ii. When using the salmon colored routing slips for delivery please use the proper library code which can be found on the 4CLS intranet.  
[http://libraries.4cls.org/4cls/?page\\_id=230](http://libraries.4cls.org/4cls/?page_id=230)
  - iii. It was decided that it is permissible to use either the salmon colored routing slips or the slips that are printed from a receipt printer if said slips follow certain guidelines, for example large font and being large enough to not fall out of a book.
  - iv. If you are using a salmon colored routing slip to send something to Collection Services and it is a gift item please write GIFT/4CLS on the slip.
  - v. See the attached sheet for examples of confusing or illegible routing slips. Please use the code sheet (see above for link) and write legibly.
3. Discussion of Last Copy
  - i. Megan discussed the Last Copy collection that the system has begun. If interested please contact Megan at [mbiddle@4cls.org](mailto:mbiddle@4cls.org). Attached is the form to be sent in that has the basic guidelines.
4. How to Find Your Long In-Transit Items
  - i. Please look at both sides of the list
  - ii. When an item that is on hold cannot be found and it is the last copy in the system please remember to email the library the patron who has the hold belongs to so that the patron can be notified.
5. The Future of Circ/ILL
  - i. It was discussed that automation needs more manpower.
  - ii. Mobile Circ was also discussed.
  - iii. A need for policy manuals.

6. General Discussion

- i. It was decided that a new list of ILL contacts needs to be compiled by Four County.
- ii. Please do not place holds on Service Records.