**PINES Executive Committee Meeting**

Minutes

May 14, 2014; 10:00 a.m.

Middle Georgia State College, Warner Robins, GA

1. **Call to Order and Welcome** Anne Isbell

Chair Anne Isbell called the meeting to order and welcomed everyone. Executive Committee members present were Anne Isbell, Jessica Everingham, Leigh Wiley, Linda Kean, Laura Harrison, Sandy Hester, and Roni Tewksbury.

1. **Approval of December 2013 Executive Committee Minutes.** Wiley made a motion that the minutes of the December meeting be approved; Everingham seconded. Motion carried.
2. **Action Items:**

**Subcommittee Nominations.** A PINES Subcommittee Roster and Nominations sheet was distributed. Wiley made a motion that the Subcommittee Roster with those nominated be approved; Harrison seconded. Motion carried.

**Outreach Profile.** A handout was distributed explaining recommended changes to the PINES Outreach profile. In the fall, a PINES library had asked for clarification of the Outreach user profile. In December, the Executive Committee had sent the matter to the Subcommittees for discussion and recommendations. At the present time, there are 2,975 outreach patrons with items checked out. Review by PINES staff and the subcommittees showed that the Outreach profile was not being used appropriately. After much discussion, the Subcommittees recommend that the Outreach user profile be removed and replaced with two new profile names: Homebound and Institution. The Subcommittees also recommend that two additional profiles be created: GLASS/Talking Books and Homeschool Student.

There was much discussion about the proposed Institution profile, including the number of items that can be checked out, who would be responsible for the items checked out, whether or not the card would be in the name of the institution or an individual, and whether to create a separate application for institutions.

GLASS Profile: Items would be sent in specific envelopes with specific labels because of the free shipping from NLS. Patron would be required to show his NLS certificate to get a card. The Talking Books staff would be responsible for creating the PINES card.

Homeschool Profile: Currently, some homeschool parents have an Outreach profile. Discussion included making the color on the staff client screen different to alert about Outreach patrons? Chris Sharp said that was possible, but the main colors are already being used and it would just be a different shade of an already used color. Can homebound be set for six-month or 12-month? The answer was yes. Can Outreach patrons be restricted from placing holds; Chris Sharp said that was not possible. Kean made a motion that the Homeschool user profile not be approved; Wiley seconded. Motion carried.

GLASS Profile: Hester made a motion that the GLASS profile be approved for use beginning July 1, 2014; Kean seconded. Motion carried.

Institutional Profile: Everingham made a motion that the Institutional profile be tabled for more information; Wiley seconded. Motion carried.

Homebound Profile: Tewksbury made a motion that the Homebound user profile be approved; Harrison seconded. The motion carried with 1 abstention. Hester made a motion that the expiration date, simultaneous checkouts, circulation period, fines, fees, and simultaneous holds limits be set to the recommendations from the Subcommittee; Wiley seconded. Motion carried.

**Scanning Barcodes with Handheld Devices.** A handout was distributed. In May 2010, the PINES Executive Committee discussed the use of scannable handheld devices to store library card numbers in lieu of presenting a physical PINES card. In September, 2010 the Committee voted that a physical card had to be presented. There has now been a request to update the PINES policy to allow patrons to present a library card on a hand-held device. The Subcommittee recommends that the PINES policy be changes to allow scanning of library card numbers that are stored on hand-held devices. It also recommends that the patron be required to verify identity and that if the card is not scannable, the staff be allowed to type in the number. After much discussion, Everingham made a motion that a PINES card on a handheld device be allowed for checkout with verification of identity and that the staff be allowed to type in the number if the image is not scannable; Tewksbury seconded. The motion carried with 4 in favor and 3 opposed. This will become effective on July 1, 2014.

1. **Discussion Items**

**Patron Self-Registration Form.** A handout was distributed about patron self-registration fields compared to the staff client registration fields. Elaine Hardy explained that some non-PINES libraries only have electronic forms that patrons fill out at kiosks inside the library. Using self-registration in PINES does present one problem: if the patron registering selects a home library, the pending registration is going to be sent to that library and it may not be the correct library. Hester made a motion that the patron self-registration be put in place and that patrons are given 14 days to go to the library to finish the registration; Kean seconded. Motion carried. This will become effective on September 1, 2014, so that it will be active and can be promoted during Library Card Sign-Up Month.

**Holds Behind Circulation Desk.** Dawn Dale reported that a PINES library has tested the holds behind the circulation desk feature and that it works. This only affects libraries that place holds on a public shelf for patrons to pick up, then take to the Circulation Desk to check out. The feature allows patrons to ask for their items on hold to be held behind the Circulation Desk instead of the public area.

**Multi-Part Holds Implementation.** PINES staff has been working on the ability to choose more than one volume in a multi-part set to place holds. This would allow patrons or staff to select “part” in the column picker and in the place hold screen there would be a notation to “select a part.” Elaine Hardy reports that there is one problem with the retrospective work that would need to be done to make this possible. It cannot be done by batch. Everingham made a motion that this be referred to the Cataloging Subcommittee to discuss; Harrison seconded. Motion carried.

**Long Overdue.** Handouts were distributed showing the estimated bills by system using a default price of $25.01 plus a $10 processing fee and the estimated bills for claims returns if all were changed to “long overdue,” using the same default price and processing fee. Elaine Hardy reported that the long overdue procedure and billing would not affect those patrons in systems served by Unique. Tewksbury made a motion that the Long Overdue process begin as an automated process on October 1, marking all items up to three years overdue as Long Overdue; Harrison seconded. Motion carried.

Hester made a motion that the items marked as claims returned be rolled to long overdue; Tewksbury seconded. Motion carried.

**Change of Library System.** Elizabeth McKinney reported that Burke County is moving from East Central Georgia Regional Library system to Greater Clarks Hill Regional Library on July 1.

1. **Old Business**

**Circulation Modifier.** The circulation modifier for circulating ukuleles and other musical instruments will be Realia.

1. **New Business**

There was no New Business.

The next meeting will be held on the Wednesday before the Director’s Meeting in September.

Chair Anne Isbell expressed appreciation to PINES staff for all the work they do.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Roni Tewksbury

Secretary