

**PINES Policy Decisions**  
Discussion/Action Items  
September 19, 2002

- A. Approval of Piedmont Regional Library as PINES Member (See handout)- **APPROVED**
- B. Proposed Policy Names for Piedmont Regional Library (See handout) **APPROVED**
- C. Password Changes in PINES (Recommendation) **APPROVED**

**Subcommittee recommendation:** Subcommittee would prefer "as needed", but as David pointed out, that could expose PINES to security risks. Second most popular choice was 6 months.

- D. Addition of CD-AUDIO as an Item Type (Recommendation) **APPROVED**  
Context: A PINES director requested this for purposes of getting an item count.

**Subcommittee recommendation:** The requested results can be done using reports, so the addition of this item type is not recommended.

- E. Outsourcing cataloging and PINES (Recommendations-see handouts) **APPROVED with minor amendments**
  - 1. Commitment to Quality
  - 2. CAT1 Authorization as an Outsourcing Option
  - 3. CAT2 Authorization as an Outsourcing Option
  - 4. Vendor Requirements for Outsourced Cataloging

- F. Crash mailer notation; "Address Correction Requested" (Recommendation) **APPROVED**

**Subcommittee recommendation:** The Subcommittee narrowly recommends leaving the "address correction requested" on the notices.

- G. Patron Name or User ID on PINES Checkout Receipts (Recommendation) **APPROVED**

**Subcommittee recommendation:** Patron name

- H. Smart Patron Cards at PINES Libraries (Staff Recommendation-see handout) **APPROVED**

- I. Claims Returned Notices (Recommendation) **APPROVED**

**Subcommittee recommendation:** No notices to be sent once an item has been set to "claims returned".

- J. Serials Policy (Serials Trainee and Staff Recommendation-see handout) **APPROVED with amendment**

- K. Overdue fines for lost items- (Revised Recommendation) **APPROVED**  
[At the last Executive Committee meeting, the Committee voted against the recommendation that overdue fines be charged in addition to replacement costs of lost materials. The Committee asked that the issue be reconsidered by the subcommittees and asked for another recommendation.]

**Subcommittee recommendation:** In the case of LOST materials, the patron should not be charged for any accrued overdue fines. The decision whether to charge or not should be a PINES-wide decision.

L. Library Management Products (See handout for Staff Recommendation) **APPROVED**

M. Translations of PINES Card (Staff Recommendation)

**Staff recommendation:** The PINES staff recommends making translations of the back of the PINES card available. We will post official translations on the PINES website, as available, so everyone will have access. Libraries may make local decisions whether to provide this information by placing a sticker on the PINES card or making a handout available to their patrons.