Circulation_Council_Meeting_060910

Tuesday, June 09, 2010

Attendees: Laurie, Nancy, Jeff, Regina, Chris M., Barb, Mary

Student Borrowing Privileges for Summer

- AG does not consider students "students" unless they are enrolled in classes.
- If students are registered for summer or fall classes, they continue to have borrowing privileges through the summer; if there is no registration data in PS, the students do not have borrowing privileges.
- Last summer, we allowed students who were registered for classes in the spring and who had not completed their degrees to borrow in the summer.
- We have settings in ALEPH that allow us to check out books before the expiration date: we should look at the feature.
- If students do not return, do they need to withdraw from the university? Can we consider them students until they withdraw?
- Should we ask patrons to complete a yellow registration form to borrow for summer? This should satisfy AG turnover requirements.
- We used to receive a withdraw list for students who withdrew from school.
- One approach that we can take is to not worry about this issue from May 15 through 31, then ask patrons for a registration form.
- This is also an issue during the winter intersession.
- Is our section 18 notice on the laptop/equipment agreements?
- Use patron registration form as a workaround for now.
- Communicate with registrar's office about students who are registered for classes but registration data does not appear in PS.
- Communicate with SA, Library Accounting, Administration, and Internal Audit about this issue.
- Ask Systems if they can run the patron load more frequently. Look at academic calendar and determine when this needs to be run for registration windows.

New faculty who arrive in the summer but do not start working until Fall

- If HR data appears in PS, ask the patron to complete registration form.
- If no HR data in PS, ask the patron to furnish a letter from their department indicating that they will be teaching and ask them to complete a patron registration form. A hire letter from HR is okay for these purposes, too.

Faculty Due Dates

- Our faculty due date is 4/30 and our PHD due date is 5/31: this overwhelms stacks maintenance at the end of the year.
- KS will reach out to faculty and ask them about possible due date changes.

Patron Registration Forms

- Patron Registration Forms can be turned into online forms: Regina will assist with this. Jeff will give Regina a copy of the form.
- Patrons can complete forms ahead of time, or we can use the PC at the North end of the circulation desk to complete the form here.
- Can we replace the signature with an online agree button.