

Agenda Attachment

No Holds Local Copy Option

- **Background:** Items from other libraries are being used to fill local holds when local copies exist, but are no-holds browse copies..
- **Issue:** This increases the wear/tear on items, as well as the number of items being sent via the vans.
- **Recommendation:** Allow second copies of DVDs, adult fiction, and juvenile fiction to be classified as LOCAL HOLDS to ensure local taxpayers receive local copies first.
- **Status:** New Business at December meeting

Deceased Patron Record Procedure

- **Background:** Patrons sometimes die with items belonging to other libraries checked out.
- **Issue:** These records should not be deleted without first checking with the owning library.
- **Recommendation:** Procedure for dealing with this matter be added to the Resource Sharing Standards.
- **Status:** New Business at December meeting

Mandatory Password Update

- **Background:** Item records are being deleted from the catalog in error.
- **Issue:** Items can be stolen from the libraries as long as the records can be deleted from Millennium.
- **Recommendation:** Revisit the use of multiple levels of log-in where only the highest levels would be allowed to delete records. Encourage assigning a unique log-in to each staff member. Require all passwords be updated.
- **Status:** New Business at December meeting