

**OWLSnet**  
**Administrative Advisory Committee Meeting**  
**Stephenson Public Library, Marinette**  
**September 21, 2001**

Present: Ann Schmitz, Algoma; Barb Kelly, Vicki Lenz, Michael Nitz, Appleton; Karen Dickman, Birnamwood; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Robyn Grove, Iola; Craig Lahm, Kaukauna; Susan Grosshuesch, Kewaunee; Karen Vandenberg, Barbara Wentzel, Kimberly/Little Chute; Lea Ann Pillath, Lena; Ellen Connor, Manawa; Nancy Krei, Cathy Menard, Marinette; Ann Hunt, New London; Terrie Howe, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Oneida; Jenny Hipke, Peshtigo; Bryan McCormick, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Korrin Moede, Suring; Peggy Slicer, Tigerton; Peg Burington, Ruth Hoppe, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Patty Hankey, Kathy Houlihan, Barbara Strauss, OWLS.

1. Call to order and introductions  
The meeting came to order at 9:30 a.m.
2. Minutes of May 18, 2001 meeting  
The minutes were accepted as distributed.
3. Brief reports
  - a. Implementation update: MAT  
MAT will have online status on September 25 when they start Hold Messaging. There are 52 OWLSnet sites including the system offices. With MAT, 50 are online and there are no plans to add more.
  - b. New OWLSnet borrowers key cards  
The OWLSnet key card has been designed and 30,000 have been ordered. The patrons will have the choice of either a standard card or key card. OWLS will furnish both cards. Patty Hankey will check about protective covers.
  - c. Status of new Geac products

**Direct access to NEWCat from webpages:** Direct access to NEWCat will be available by the end of September. It will be installed by Geac and tested. Barbara will work with the libraries on implementation.

**Email notification:** Email notification is expected to be available in November. Patrons, with an email address in their record, will be notified by email for holds availability, holds cancellations, and overdues. Barbara has added email display at checkout for all the libraries. OWLS can provide a list of patrons with email addresses for each library. Door County has designed a form for patrons to authorize email notification. OWLS will make a similar form available. Email addresses that bounce will need staff intervention. Paper notices will continue to be used for bill and collection notices. More information will be following in Network News.

**Patron authentication for netLibrary:** As a security measure to control who has access to netLibrary titles, patrons will need to enter their barcode and the first four letters of their last name. Patrons will still need a netLibrary account.

**3M self-check:** The equipment is expected by the end of September. In October Appleton expects to receive the machine that will provide a workstation that allows patrons to scan their own books for checkout and desensitizing.

d. Comments/questions about the PLUS upgrade 3.1

The upgrade went very smooth. A patch is expected this fall so holdings will display in the NEWCat video and audio collections. Some libraries reported that pay/waive/cancel in Patron Accounting was slow and at Checkin <F10> to pay was slow. Also, holdings for the Audio & Video database in NEWCat was not fixed with this upgrade.

e. Status of the NEWCat Review

The review members will start meeting after WLA. Members of the group are Meg Shriver, Barbara Wentzel, Carolyn Habeck, Pam Ellingson, Rita Schiesser, Dominic Frandrup, Peg Burington, Ann Hunt, Barbara Strauss, and Rick Krumwiede.

f. Other

Periodicals: Some libraries may have their periodical hold indicators set to “no” in error. Contact OWLS if you would like a report on how your periodical hold indicators are set.

Hold Messaging: Because of the number of exhausted holds that time out and require restarting, the time out period will be increased from 18 to 72 hours. This will be reviewed at the next AAC meeting.

4. What to do to prepare for sending email notification to patrons  
Covered above in brief reports.

5. I hate to bother you, but I want to put the pieces together

Barbara Strauss and Craig Lahm had a dialogue about Kaukauna’s efforts to take a new look at their policies on delinquent patrons and how OWLS patron notices and reports support a change in those policies. PLUS reports showed that the dollar amount of lost items was not as significant as presumed by the Kaukauna Library. KAU will now follow the Lost Chart schedule for managing their workflow. Craig found weeding lists that include publication and last circulation date very helpful.

6. Other

Limiting number of checkouts for new patrons

Lea Ann Pillath reported that a newly registered patron checked out all her GED items and failed to return them. Many of the libraries limit the number of items newly registered patrons are allowed on the initial checkout (3 to 5 items).

Maximum delinquency

It was reported that there is a systemwide policy setting \$5.00 as the maximum delinquency. OWLSnet members have agreed to deny borrowing privileges to anyone who owes \$5.00 or more in fines or bills. Several present at the meeting were not aware of this policy. Some override the maximum \$5.00 fine for classes.

AAC meeting frequency

Now that the task of bringing new libraries online has been completed, meeting quarterly was considered. The majority of those present want to continue with bimonthly meetings.

Resource Sharing Policy

Because of various practices to circumvent the Resource Sharing Policy and the problems that libraries have reported, the policy will be on next month's agenda.

7. The next meeting will be on November 9, 2001 at 9:30 a.m. at the Appleton Public Library.

**OWLSnet Users Group Meeting  
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Marketing scam

Barbara Kelly described emails that Terry Dawson received encouraging the purchase of a particular title about abuse of women. Terry pursued this after talking with the publisher and discovered that this was a marketing ploy to increase purchase of the book. Some librarians indicated that they had purchased the item; other librarians had not.

Toys, puppets, and games

There was a discussion about the practice of how kits, puppets, and toys are cataloged and barcoded at some libraries. Barbara explained the varied ways that libraries manage the non-print materials. Barbara suggested that this be discussed at the next AAC meeting during the discussion of the Resource Sharing Policy.

Publisher's on sale date

There was discussion about putting items on the shelf before the publisher's on sale date. The opinions were mixed about if items should be available to the public before the publisher announced availability date.

Visit other libraries

It may be helpful to visit other libraries to observe various procedures. Other libraries are welcome to visit Appleton Public Library. NFLS scheduled a bus tour of several libraries this fall. Those who went on the trip thought it was very useful.

The meeting adjourned at 1:15 p.m.