

**Dynix Policy Committee Meeting
Rolling Prairie Library System
January 12, 2005**

The meeting was called to order by Committee Chair, Linda Meyer.

Those present included Cyndi Bowman, Sue Byers, Carolyn Greger, Robyn Hendricks, Linda Meyer, Lois Morse, Scott Pointon, Donna Rutledge, Dorothy Siles, Amanda Standerfer, Anita Walters, Amy Jo Williams, and Becky Wright.

The minutes for the September 15, 2004 meeting were approved with a motion by Amanda and a second by Cyndi.

Under unfinished business, Linda discussed the change in packing slips with books purchased through Baker and Taylor and that this change may have resulted in some new release books being circulated prior to their actual release date. A memo has been sent out to remind member libraries to be aware of the release date before releasing a book for circulation. There was also a discussion about regular tape being used on ILL books and the different types of route slips being used by libraries. It was agreed that the removable tape is working for most libraries and Linda will also send out a memo suggesting that libraries leave the route sleeves on books if they already have them attached. There was also a discussion about the packaging that some libraries are using for their audio-visual and other materials. This can present a problem when the library requests that the item be sent back in the container it came in. Robyn is going to look into some options for a inexpensive container that libraries could use and make a recommendation to the committee.

Under new business, there was a discussion about claims returned and how that is handled for ILL books. Sue is going to look at how Dynix deals with items that are marked claims returned and Lois is going to draft a procedure that deals with the claims returned and lost ILL items. The b-type field values were also discussed and it was decided that the "check address" message should be linked to the library card's expiration date, rather than having the message appear for all cards on the same date. There was a discussion about the faculty b-type versus the hi-res b-type. The faculty b-type only allows requests to live for 30 days and this is a problem in some libraries. Amanda's library uses the faculty b-type and she will look into changing those to hi-res or might come back to the committee with a recommendation to change the request life. Sue had nothing to report from RPLS under new business. Robyn brought up a couple of issues that they have been dealing with. Specifically she has heard patrons say that they have been told that they can only return items at the library where they borrowed them. Her staff has also noticed that some other libraries are not cataloging some of their materials in order to make them available in their libraries. There was also a report that a recent dump resulted in some strange on-order records with items attached to it. It is hoped that the next dump in mid-January will fix the problem.

The next meeting is set for Wednesday, March 16, 2005 at 1:00 p.m. at RPLS.

The meeting was adjourned.

Notes by Amanda Standerfer