

RPLS User's Group
Policy Committee Minutes
Tuesday, February 24, 2004

The meeting of the RPLS User's Group Policy Committee was called to order at 1:35 p.m. by Chair, Linda Meyer.

Committee members attending were Cyndi Bowman, Sue Byers, Theresa Cripe, Robyn Hendricks, Lois Morse, Linda Meyer, Carol Moore, Scott Pointon, Dorothy Siles, Amanda Standerfer, Anita Walters, Carol Waterman, Amy Williams and Becky Wright. Also attending were Sandy Bonn, Paul Johnson and Jo McLain.

The meeting opened with a discussion of record retention/privacy issues. Opinions were expressed concerning patron record history retention and a question was raised about item history. Jo McLain offered to call Parris Cobb, Application Specialist at Dynix, to get a definitive answer. Parris responded with the following information:

- 1) There is no history retained on borrower records.
- 2) On "blocks" to the patron records on things such as lost books, fines etc. the information is kept until the record is cleared at the individual library.
- 3) The last patron on an item – the record can be stored for any number of days desired from the time of check in. The default is set by Dynix at 30 days but can only be changed system wide.

Following a discussion, a compromise was reached to accept Option 3 with the 30 day item record which would keep only the current checkout and last patron on the item record, provided that only staff at the circulation supervisor level and above be allowed to view item record retention. This recommendation will be brought to the Governing Board on Thursday, March 4, 2004.

Record retention was discussed in regard to the Home Services module and there was a consensus that the history, which is used to develop patron reading lists and preferences is an integral part of this module and the patron history should be retained. Libraries can make a local decision as to whether they wish to use the Home services component.

Other topics mentioned as possible discussion items for the new Dynix policy manual were the following:

- 1) Each library's books will fill their own patron's holds first before they are released to fill another library's holds.
- 2) The "pull" (send item) list is in real time – there won't be any set-asides or on defers. Libraries may check their pull list at any time during the day.
- 3) Proxy borrowers – are typically used in academic libraries and may generate some policy questions.

A question was raised concerning the function capabilities of Item Group Editor. It can be used to take a group of items and assign them to a temporary collection such as "display". It is intended for temporary collections and stays assigned to that collection for the life of its existence – after one circulation it goes away. This function is found under administration.

Another question concerned the display of the home page at individual libraries. Will we have a policy requiring consortium members to indicate that their catalog is part of the RPLS consortium catalog? There are several different out of the box versions of the information portal for Horizon. One generic page will be used initially with the potential for local customization later.

The policy committee will meet monthly beginning May 19th on the 3rd Wednesday of each month to work on a revision of the User's Group Policies Manual. This could take from six months to a year to complete. All members of the policy committee should go to CLEO on the RPLS web site to register for meetings.