

CCS Circulation Technical Group

July 10, 2020

9:30 am - 11:00 am

Zoom

Chair A. Thomas (PHK) called the meeting to order at 9:31 am.

1. Approval of Minutes

- a. K. Bolton (MUK) motioned and L. Papadourakis (DPK) seconded to approve the drafted minutes from the January 10, 2020 Circ Tech Group meeting.

2. Additions to the Agenda

- a. CCS requested to add a discussion on quarantine best practices to the agenda.

3. Officer Reports – None

4. CCS Staff Reports

- a. **Polaris 6.5 Upgrade:** D. Wischmeyer (CCS) gave a short presentation on the upcoming upgrade to Polaris version 6.5. She reviewed key features of the upgrade, the schedule, and answered related questions. The upgrade is planned for off-hours on August 4, 2020. Updates will be posted in CCS eNews and relevant instructions will be sent to appropriate listservs.
- b. **Palatine and Grayslake Migration:** D. Wischmeyer (CCS) shared the timeline for the Migration project. The timeline has not changed and the libraries are still anticipated to go live after Labor Day weekend. Details will continue to be shared via CCS eNews.

5. Old Business – None

6. New Business

- a. **Intra-CCS Lending:** D. Wischmeyer (CCS) presented the recent Governing Board decision on resuming Intra-CCS lending from their July 8, 2020 meeting. Libraries will have the opportunity to opt-back into intra-CCS lending once a month. CCS will make the necessary setting updates. It will take 1-2 days for staff to see the full effects of the changes. If opting back in, libraries should be aware they will be opting back into both sending and receiving items via intra-CCS loan. A brief poll was taken via chat on who was planning to opt in for July. It was estimated

that about half of CCS libraries anticipated resuming intra-CCS lending in July. There was a question on if patrons will continue to see all items in the PAC. There is no indication in the PAC of which items or bibs can or cannot be sent. K. Weiss (CCS) has drafted sample language for libraries to use in the PAC or libraries can submit a help ticket requesting custom language.

- b. **(Addition to Agenda) Discussion on Quarantine Practices:** Governing Board is interested in establishing best practices related to quarantining items. Attendees were asked about current practices. Common practices included:
- Quarantining returned items a full three days before checking them in instead of counting the day the item is returned as part of the quarantine period.
 - Most libraries are not planning on quarantining incoming delivery from RAILS, since it is assumed RAILS staff are following proper safety protocols; staff consider users with PPE as “neutral” and, as a result, does not reset the quarantine clock. Some libraries are currently planning on quarantining incoming delivery from RAILS, depending on delivery volume.
 - Most libraries are not or are not planning to quarantine items patrons interact with in the stacks. The feeling is that patrons will be wearing masks and the items are remaining in the library. A comparison was made between library stacks and the grocery store, and how appropriate patron behavior will be taken in good faith.
 - CCS will use the discussion to draft item quarantine best practices and send to appropriate parties for review.
- c. **Circulation Manual: Review and Approve Sections 6-7:** The Circ/ILL Advisory Group reviewed and suggested revisions to the final two sections of the revised Circulation Manual, which covers holds and notices. A slight adjustment will need to be made to 6.i-Cancelling Holds to reflect the Polaris 6.5 update. Chair A. Thomas (PHK) called for a motion to approve Sections 6-7 with the exception of the segment on Cancelling Holds. L. Horist (MJK) motioned and K. Bolton (MUK) seconded to approve Sections 6-7 of the CCS Circulation Manual. The motion passed by voice/chat vote. M. Fujiura-Landers (CCS) will make the final modifications and re-post the manual in its entirety to the Learning Portal.
- d. **Election of Officers for FY 20-21:** M. Fujiura-Landers (CCS) reviewed the responsibilities of Vice-Chair/Chair Elect and Secretary officer positions.

- K. Kee (GVK) had been previously nominated for the position of Vice-Chair/Chair Elect. K. Hegelund (EVK) motioned and L. Papadourakis (DPK) seconded to approve K. Kee (GVK) as Circulation Technical Group Vice-Chair/Chair Elect. Motion passed by voice/chat vote.
 - There were no nominations for the position of Secretary. M. Fujiura-Landers (CCS) will record minutes for this meeting and will issue a call for nominations via listserv in a week or two.
- e. **1st Overdue Notice:** CCS asked the group if they would prefer the 1st Overdue Notice to continue to be issued at 10 days past due or if it should be reduced down to 7 days past due to better match up with RAILS's recommended quarantine period of 3 days. The group was split between keeping the notice scheduled at 10 days and reducing down to 7 days. The notice will continue to be issued at 10 days and CCS will revisit the topic at a later date.
- A question was asked about the Long Overdue Block period for fine free libraries. CCS said libraries can flex the long overdue block period if they would like to extend beyond the 14- or 15-day period. Email help@ccslib.org if interested in adjusting the Long Overdue Block period.
- f. **Resuming ILL:** M. Meyer-Edley (DPK) asked the group when they were planning on resuming out-of-system interlibrary loan. Most libraries have not resumed out-of-system ILL services. K. Kee (GVK) said Glenview is currently offering ILL, and will call lending libraries to verify before submitting the request. K. Bolton (MUK) mentioned that Fremont is in the beginning stages of reintroducing those services. K. McCoy (ZIK) said Zion is attempting to fill requests.
- g. **Re-Opening Considerations:** Discussion took place on modified services, workflows, and building setups for libraries who will be re-opening to the public. Discussion points included: areas of the building are open to patrons and which will remain closed, computer use, patron registration, managing returns, limiting visitation times, and furniture arrangement.

K. Hegelund (EVK) motioned to adjourn the meeting and K. Bolton (MUK) seconded. The meeting adjourned at 10:51 am.

Action Items

Who	What	When
CCS	Draft item quarantine best practices	July/August 2020
CCS	Make final modifications to CCS Circulation Manual and post to Learning Portal	July 2020

Attendance

Library	Attending
Algonquin	Belinda Husak
Cary	Nina Haselhorst
Crystal Lake	Laura Birr, Cheryl Budy, Julie Gibson, Maggie Sances, Mari Swift
Des Plaines	Roberta Johnson, John Lavalie, Michelle Meyer-Edley, Laurie Papadourakis
Ela	Lori Sollenberger, Laurie White
Evanston	Kim Hegelund, Connie Heneghan
Fox River Valley	
Fremont	Karen Bolton, Kirti Patel
Glencoe	
Glenview	Karen Kee
Grayslake	
Highland Park	Robin Smith
Huntley	Pamela Kampworth
Indian Trails	
Lake Forest	Tori Sergel
Lake Villa	Lynn Firman
Lincolnwood	Vandana Sehgal, Ruchi Sharma
McHenry	Lisa Horist
Morton Grove	Cailyn Heintzelman, Jeff Ray
Niles-Maine	Athena Crouse, Cyndi Rademacher
Northbrook	
Palatine	
Park Ridge	Matthew Hoffman
Prospect Heights	Sophia Bochula, Nancy Filatre, Ann M. Thomas
Round Lake	
Wilmette	

Winnetka-Northfield	
Zion-Benton	Kelly McCoy
CCS	Mieko Fujiura-Landers, Debra Wischmeyer
Guests	Stacia Miksys (Hinsdale Public Library)