

From: [June Power](#)
To: ciug@listproc.appstate.edu;
CC:
Subject: Fall 2006 CIUG Circulation Roundtable Notes
Date: Thursday, November 09, 2006 12:05:20 PM
Attachments: [lvy.gif](#)

Included below are the notes from the Circulation Roundtable held at CIUG in October that pertain to the use of ILL. **Please pass this on to the Circulation staff at your institution.** There were some miscellaneous topics discussed - fines, faculty, media shelving, textbooks - that for the sake of staying on topic were not included in the report.

- We discussed possible workshops that would be of interest to those persons working in circulation, including a workshop on web management statistics for circulation, a presentation on the policies and loan rules for circulating media equipment, and how to conduct an organized inventory.
- We discussed the number of notices patrons receive before being billed and the time period specified in ILL for the notice sequence.
- We discussed the need for integration between ILL and ILL software such as Clio or ILLiad for a shared patron database, patron authentication, circulation of ILL items through ILL, and other functions. Some suggested on-the-fly item records, others suggested one item record. Questions were brought up about what to do about multiple items for one patron or multiple patrons having one item. The relationship between document delivery and ILL were discussed - i.e., intraconsortial borrowing vs. interlibrary loan. Many institutions have two different systems - ILL and one for ILL. Usually these tasks are done by the same people, but some institutions have different people doing these tasks. How can ILL and the ILL software systems communicate better to allow better communication between library departments?
- There was interest as to whether anyone had any statistics to show the effect of a self-check unit on Circulation Desk activity. No one had any, but much interest was expressed in having someone with a self-check unit report such findings to the group. Training patrons, getting ILL statistics regarding use of self-check, and receipt printers that are compatible were also discussed.

- Questions about renewals were brought up - sometimes a renewal processes correctly but the due date doesn't change. It was suggested that the loan rule might need to be checked as far as the number of days allowed before renewal, etc. If the item record is checked and the renewal count has changed, that is an indicator of a loan rule problem.


Finally, there was mention that it would be nice to have a list of all of the Circulating representatives to CIUG, whether they are able to attend the meetings or not. Such a list would allow circulation staff in CIUG member institutions to quickly contact each other to share information and ask questions. **If the list members could forward this message to the circulation staff at their libraries and/or post to the list the names and email address of the circulation staff at their library, we would be off to a good start.** To begin the list, I am including the attendees of the CIUG circulation roundtable below (my apologies if I misspelled anyone's name from the handwritten list I had):

- Amy Newnam - Rockingham County PL - apncwnam@library.rcpl.org
- Connie Whitt - Rockingham County PL - cwhitt@library.rcpl.org
- Andrew Shuping - Mercer University, GA - shuping_ad@mercer.edu
- Lee Twombly - Mercer University, GA - twombly_el@mercer.edu
- Ruby N. Murray - Citadel - murrayr@citadel.edu
- Sandra W. George - Winston Salem State - georges@wssu.edu
- Teresa Lefors - Elon University - lepors@elon.edu
- Kizzy Lewis-Phillips - Winston Salem State - phillipskl@wssu.edu
- Iris L. DeBerry - Winston Salem State - deberryi@wssu.edu
- June Power - UNC Pembroke - june.power@uncp.edu

I really enjoyed the meeting and look forward to the next.

Respectfully submitted,

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