

## **I. ALS Circulation Committee Recommendation Summary**

It was noted that the purpose of the August 2017 ALS Circulation Committee meeting was to identify a set of recommendations regarding circulation policies to be submitted to the ALS Directors Committee for approval. It was understood that many of these policies would need to be reviewed and approved by individual library boards as well, before implementation. While consistency in circulation policies for SHARE is not mandatory, it is highly recommended as it makes for a better and more consistent patron experience as well as eases use for staff.

The ALS Circulation Committee recommends the following:

- Fines for ALS youth books, audiobooks, and music cds should be set at \$.10 per day.
- Fines for ALS youth DVDs/Blu-rays/games should be set at \$.25 per day.
- Fines for ALS adult books, DVDs, Magazines, audiobooks, etc. should be set at \$.25 per day.
- A max fine per item of \$5.00.
- No grace periods.
- Three renewal periods for all items (with the exception of those that are not renewable.)

## **II. ALS Migration Committee Policy Change Recommendation**

### **a. Bill Reconciliation Process**

LLS reports out monthly what is taken in at each library and what other libraries have taken in for billed materials. At the time the report is shared, no money is exchanged. At the end of the year, those reconciliations get added or subtracted from the end of the year Siri/SHARE payment for each library. Current ALS process is to reconcile and exchange funds as they are received. This, however has proven to be cumbersome and the Committee recommends this change to align with SHARE's policy and procedure. This recommendation will be sent to the ALS Directors for approval as it is a new process from the current ALS Circulation Policy, Section II, Fines and Fees, which currently states:

Patrons may pay any late fees and replacement costs at any ALS library. Libraries will keep all of the money they collect, no matter who owns or circulated the materials, with the exception of billed or lost items over \$10.00. Collection payments can be made at any library. If partial collection payments are made, the collection fee must remain until all the collection amount is paid. All collection fees, with the exception of any replacement fees for that library, should be sent to the collection

library. Do not remove collection agency block from the patron record, nor delete the patron record. The record can be deleted after the collection agency record has been updated and block has been removed. Typically, 24 hours.

b. Hold Limits

The Committee agreed to follow the SHARE standard and change maximum holds per patron from 50 to 200. This change will need to be approved by the ALS Directors' committee as the current ALS Circulation Policy, Section I, Limits on Checkouts and Holds states "Checkouts are unlimited, but individual libraries may limit specific items. DVDs are limited to 15. Holds are limited to 50."

c. Circulation Limits

ALS currently limits DVD checkouts to 15. SHARE currently does not. The Committee recommends making this change, however the removal of this limit does need to go the ALS Directors' Committee for approval as the current ALS Circulation policy states in Section I, Limits on Checkouts and Holds states "Checkouts are unlimited, but individual libraries may limit specific items. DVDs are limited to 15. Holds are limited to 50."