

**NEOS Access Services Standards Committee Meeting**  
**Learning Services Boardroom 5-07A in Cameron Library**  
**@ 10:00 am**  
**April 11, 2017**  
**Meeting Minutes**

**Attendance:**

**In Person:** Bonita Bjornson (King's), Karen Hildebrandt (CUE), Marg Sheppard (NorQuest), Roger Salus (Covenant), Anne Carr-Wiggin (NEOS), Peggy Morgan (U of A – ITS), Laura Lemmens (AGL). Donna Gordon (AHS), Natalya Brettle (UA)

**Teleconference:** Brenda Zimmerman (GPRC), Wilmer Tenerife (Burman), Barbara Mahoney (RDC), Sarah Schmidt (Keyano), Kathy Williams (Lakeland), Lyndsay van der Hoek (Olds),

1. Bonita called meeting to order at 10:03 am
2. Previous Meeting Minutes were approved as amended (spelling of last name for Laura Lemmens).
3. Bonita welcomed everyone and members introduced themselves
4. Changes to Recalls and Alternate Loan Periods at the UA – Peggy will send out a written explanation so that all members can review. We will have an email vote about whether we should change the alternate circ rule on those circ rules with loan periods longer than two weeks. This would mean that loan periods won't be automatically shortened to two weeks when a hold queue already exists at checkout. Instead, users will receive their regular loan periods. However, these items will then qualify for recall notices as normal.
5. Default Receipt Properties – Karen asked about global settings for printer receipts. Currently only Checkouts and Bill receipts are configured NEOS wide. Transits and Holds have never been set up globally. The question was should Transits and Holds receipts be set up globally so that libraries don't have to set them up locally. It appears that Holds receipts should remain local properties setup and that Transits could be a global properties set up. An email will go out to decide on the Transits. Peggy will also send out an email to find out who is using receipt printers and what receipts are printed.
6. Symphony Upgrade and disks – Peggy reported that on Friday, April 28 Symphony upgrade will start at 5pm. We anticipate that Symphony will be available again by 9:00 pm. We do not need to mark libraries closed. Peggy handed out the upgrade installation disks. Those that weren't at the meeting in person will receive the

installation disks via the bin delivery. Peggy said that the installation disks can be installed a few days prior or after the upgrade takes place.

7. NEOS Bin – A question regarding if we knew when the new rainbow bin delivery was going to start. Natalya will check with Vaughn.
8. Next Meeting – Tuesday, June 27 10 am. Send agenda items or questions to Bonita by June 23<sup>rd</sup>. If no items or not enough we postpone the meeting.