

Montana Shared Catalog Fall 2025 Membership Meeting

Thursday, October 23 1-3pm Online only via Zoom

Meeting starts at 1:05pm

Roll Call: Belgrade Community Library, Big Timber Carnegie Public Library, Bigfork High School, Billings Public Library, Billings Public School Libraries, Bitterroot Public Library, Blackfeet Community College Medicine Spring Library , Boulder Community Library, Bozeman Public Library, Bridger Public Library, Chouteau County Library, Clinton School, Conrad Public Library, Darby Community Public Library, Drummond School Community Library , Fallon County Library, Flathead County Library, Glacier County Public Library, Glendive Public Library, Great Falls Public Library, Hellgate Elementary School, Joliet Public Library, Laurel Public Library, Lewistown Public Library, Lincoln County Library, Livingston-Park County Public Library, Madison Valley Public Library, Meagher County/City Library, Miles City Public Library, Missoula County Public Schools, Missoula International School, Missoula Public Library, Montana Department of Transportation Library, Montana Historical Society Research Center, Montana State Genealogical Society Library, Montana State Library, North Lake County Public Library, North Valley Public Library, Petroleum County School-Community Library, Plains Public Library District, Power Public School Library, Red Lodge Carnegie Library, Richey Public Schools, Rosebud Public Schools, Sheridan County Library, Sidney-Richland County Library, Stillwater County Public Library, Three Forks Public Library, Twin Bridges Public Library, Valier Public Library, Whitefish Community Library, Wibaux Public Library

Appoint Minute Taker

Mary Drew Powers, WCL

MSC Staff Introductions:

- Amy Marchwick, MSC Lead System Administrator (Belgrade)
- Mel Carroll – MSC System Administrator (Lolo)
- Keiley McGregor, MSC System Administrator (Belgrade)
- Laura Tretter, MSC System Administrator (Helena)

Spring 2025 Minutes Approval – ACTION

Denise Ard, NVPL, moved to approve the Fall minutes, seconded by Susie McIntyre, GFPL. Motion carried unanimously.

Record Privatization – ACTION

MSC staff recommended a procedure of privatizing records after 3 years. This means identifying information would be removed and replaced with a string of random letters. There had previously been no policy regarding privatization.

Susie McIntyre (GFPL) moved that MSC adopt the record privatization procedure recommended by MSC staff. Seconded by Elizabeth Jonkel (MPL). Motion carried unanimously.

MSC Updates

Reminder: at least 1 person at a library needs to be subscribed to the MSC System

Update list serv. Subscribe at

https://public.govdelivery.com/accounts/MTLIBRARY/subscriber/new?topic_id=MTLIBRARY_54

System Location Clean up

System Locations are places where you put books for a while, such as “Cataloging,” or “Repair” or “Replace.” These are meant to be temporary. Starting in November, MSC staff will begin to automate discarding of items in those locations that have been there for 3 years or more. You can find the corresponding report in BCA > Shared Reports > Cataloging > Catalog Clean-Up Reports > Automated System Clean-Up – Monthly. MSC staff strongly recommends checking this report monthly.

Other Changes:

Lost Items Process

Home location will be set to match the current location (DISCARD, LOST, REPLACE). Circ Type is set to LOSTITEM.

LOSTITEM is non-circulating and will alert staff if item is returned after that point.

Claims Returned Items

Items marked Claims Returned will be cleared from patron records after 180 days. No bill will be created nor will a LOSTITEM note be created. Patron’s CLAIMS RETURNED counter will not be affected. (The CLAIMS RETURNED counter is in the “Modify User” wizard under the “privilege” tab.) The Item Home Location and Current Location/ Status is changed to CLAIM-RET.

BCA Print Notices

For those who send out overdue notices – MSC admins can set up a new print notice for you. They have more flexibility now. Open a ticket if you'd like to change your current format.

Barcodes

Also known as Item ID and User ID or Library card #:

- Never use spaces or non alpha-numeric characters
- For temporary or placeholder barcodes, type in "AUTO." For instance, when you're cataloging an item but don't have a barcode for it yet. When you type in "AUTO," it will generate that random string with a hyphen that you are used to seeing - that works within the SirsiDynix system.
- DO NOT USE strings of one letter (xxxxxx), short random digits, or a keysmash (wnb38e;pdj). The system will not recognize those strings, and it causes errors in automated processes and batch work.

Patron Registration - reminders

- Address tab is for address information only – no notes.
- No email address? Don't note it in the email field if you must note it - use Extended Info field.
- Check that email addresses are formatted correctly.
- The system only uses the first Email field for notices.
- Report for bounced email addresses in BCA: Shared Reports > Circulation > Users > Users with Bounced Email Addresses. Also note the Knowledge Base article: https://montana.servicenowservices.com/citizen?sys_kb_id=bab1c95e9388be5033bab7986cba10e6&id=kb_article_view&sysparm_rank=2&sysparm_tsqueryId=67b0a9f687f8f29043200f28cebb35c6

Reminders & Notes:

Functional Circ Types are coming (i.e. 7DAY instead of DVD in TYPE field). If your library is ready to switch, open a ticket.

Next version of Symphony/Workflows has been released (V4.2); coming in the next few months.

Batch changes – MSC team loves to do them so give them a holler (open a ticket) or come to Office Hours.

Public Comment:

Thank you, MSC staff!

Meeting adjourned at 2:24pm