**Circulation Working Group Meeting Minutes**

Wednesday, Jan. 13, via Zoom

**I. Check in**

--LACC is extending due dates to Winter 2022 (Parisa)

--Contact students graduating to avoid Holds on their records for graduation.

--This strikes me as a good idea since students run the risk of not graduating if there’s a hold on their record. Another issue is that the vaccine may not be available / distributed more widely until the end of 2021 (from a VM I heard from Kaiser). Our CCC District may be rolling it out sooner but on a waitlist basis. (Lynda)

--Lena (Pasadena) -- K-12 teachers receiving vaccines. It’s unclear if CC staff will count as part of this group.

--Amanda -- IT is not on campus but technology like ChromeBooks are being distributed. Campus Newsletter is used for marketing. Video on YouTube for placing a hold, making an appointment, etc. This can be shared on LibChat.

--Parisa -- We started mailing out Chromebooks. Our President does not want anyone on campus due to the increase in Covid cases.

**II. Office hours**

Lori will send a reminder to LSP listserv. Some people are not back yet or start on the 19th.

b. Future topics:

Campus safety and item distributions (next week)

Using Alma booking to schedule study room appointments (Kymber)

Digitization Projects (Jay)

Staffing and roles for Alma (suggested by attendee)

**III. Subgroups/Assignments update**

Letters and notices configuration—Jay, Cathy

--Schedule a dry run in mid-March when Jay returns. Host webinar in early April.

Handling lost and damaged items—Lisa, Jay, Patty

--Jay will finalize Quick Tip for close\_paid\_lost\_loan parameter [now posted on wiki]

FAQs--Lori

--Are they feasible? There can be multiple ways of answering a question. It can get too complicated sometimes. Amanda: consider changing from FAQs to common practice. (e.g., How do I block requests for a specific item?). Part of the difficulty lies in whether circulation staff can do the work or whether a systems librarian makes the changes. It’s easier for systems librarians to answer questions.

--Jay demonstrated how he had customized TOUs and fulfillment units to support home delivery loan periods and, specific material types (e.g., calculators) and to enable or disable placing a request on an item.

**Upcoming Calendar Items:**

Next meeting: January 27, 1:00 p.m.

Next office hour: Jan. 20, 4:00 p.m.

LSP Wednesday Webinar Series: 11:00 a.m. weekly, resuming in Feb.

LSP Governance Committee meeting: Feb. 5

**Rotation for Minutes**:

Jan. 13: Lynda, Diablo Valley College

Jan. 27: Efrain, Fullerton College

Feb. 10: Lisa, Grossmont College

Feb. 24: Kymber, Lake Tahoe Community College

Mar. 10: Parisa, Los Angeles Southwest College

Mar. 24: Lena, Pasadena City College

Apr. 14: Jay, MiraCosta College

Apr. 28: Anne, Santa Rosa Junior College

May 12: Patty, Southwestern College

May 26: Amanda, City College of San Francisco