**Circulation Workgroup Meeting**

**Oct 29, 2019**

**In attendance:** Michelle Ohnstad (Chair), Sara Cassetti, Melissa Taylor (CCC Tech Center contact), Lori Lisowski, Amy Carbonaro, Antonio Lopez, Josh Hughey, Sheila MacDowell

# **Agenda**

**        Discuss EBSCO print serials management training document**

Per questions by the group, Michelle clarified the purpose and scope of the document, which is specifically for managing check-in and claims of print periodicals for those who already subscribe to periodicals through EBSCO. It is presented as an option for print serials management that does not integrate in any way with the LSP. The group consented to present this document at the statewide meeting.

**        Discuss Alma Circ Quick Tips**

Michelle asked the group if anyone had tested this document with student workers, and several had done so with very positive results. All agreed the document was well done and easy to follow. Amy noted that this serves as a reminder that sometimes our student workers don’t get enough credit with regard to technological proficiency. The group consented to Michelle presenting the document at the statewide meeting.

* **Brainstorm webinar ideas**

The workgroup leads will be presenting webinars to anyone who wants to log on. The content will be reviewing the work of their workgroup. Amy reported that these webinars will be delayed due to multiple factors, including some workgroup leads being affected by the fires. There is a possibility that the webinar idea may change and the information will be communicated out to others in a different format. Michelle will keep the group apprised of the status of the webinar project, but for now it’s been tabled.

* Michelle asked the group if there are other areas of fulfillment for which we could be providing training documentation, such as inventory, holds, etc. Josh said he developed a basic Holds training document that he will share out to the group.
* Letters & Notices – are we still working on that? Could we turn Michelle’s documentation into a more basic training document a la the Circ Quick Tips document? Josh said they did set up a select set of letters and notices and are tabling the rest to avoid over-complication at this point. We will start creating some basic Letters & Notices guides. Amy urged the group to utilize and promote the wiki space for these kinds of documents so that materials aren’t distributed in various places.