**CCC LSP Circulation Working Group**

**Minutes Wednesday, September 23, 2020 via Zoom**

**In Attendance:** Lisa Brias, Amanda Cronkright, Kymber Ensele Jay Hartzell, Lena Hicks, Lori Lisowski (Lead), Anne O’Toole, Parisa Samaie, Cathy Tully, Tatiana Pak, Patty Torres (minute taker)

1. ALMA Quick Tips: “Adding a Web-based OER to a Reading List” and “Editing a Web-based OER on a Reading List”

* Problems with editing portfolios, roles are frustrating because they can provide more than what might be needed
* Admin roles are helpful
* Some discussion around attempts at editing OER’s. Lori will publish documents
* Discussion around “lost items”
  + When lost items are changed to “lost & paid” they continue to stay on a patron’s record
  + Should group take on “Best Practices”?

Jay shared: In Alma's documentation they have a setting that appears to close the loan once an item's status is changed to lost and paid,I think to remove the loan from a student's account when an item is lost / paid you would need to set the "close\_paid\_lost\_loan" parameter to true, then regularly (or manually?) run the "Close Lost Loans" job. https://knowledge.exlibrisgroup.com/Alma/Product\_Documentation/010Alma\_Online\_Help\_(English)/030Fulfillment/020Circulation\_Desk\_Operations/040Managing\_Patron\_Services#Lost\_Loan\_Management

* + Lisa shared that she has a procedure, she will add document to google drive
  + Editing and discussion to continue via email

1. Survey of circulation services while operating remotely

* Lori asked if document was useful. All agreed that there was value in it
* What kind of response would we get if survey was sent out more widely?
* What’s the utility of it?
* It was asked if question regarding ILL could be added to survey. Lori will add

1. Task List and Priorities

* If we take a look at task & priorities we can jump into what we might want to work on

1. Round Robin

**Upcoming Calendar Items:**

Next meeting: October 21, 1:00 p.m.

LSP Wednesday Webinar Series: 11:00 a.m. weekly

LSP Governance Committee meeting: Oct. 2

California ELUNA Regional User Group Webinars:

* Oct. 1: Discovery and Delivery Configuration in Primo VE
* Oct. 8: Fulfillment Configuration Part I
* Oct.15: Fulfillment Configuration Part II
* Oct. 22: Introduction to Analytics

**Rotation for Minutes:**Oct. 21: Amanda, City College of San Francisco

Nov. 4: Cathy, College of the Sequoias

Nov. 18: Linda, College of the Siskiyous

Dec. 2: Tatiana, Diablo Valley College

Dec. 16: Efrain, Fullerton College

Jan. TBD: Lisa, Grossmont College

Jan. TBD: Kymber, Lake Tahoe Community College

Feb. TBD: Denise, Los Angeles Harbor College