Office Hour Notes – December 2, 2020-1:00pm

**General responses to questions on which library materials are being circulated, distribution methods and staffing:**

Skyline - Lori

Library collaborates with book store for distribution location (more accessible than the library)

Students make appointments to pick up items

Still have waiting list for hotspots

Fullerton- Efrain

Curbside book drop promoted in email notifications

No fines and fees are being assigned to overdue or lost items

Pasadena – Lena

Circulating general collection – experiencing moderate traffic

Employees who work on campus must complete self-assessment form

Tahoe – Kimber

Quarter system checkouts

Loaned 4000 items in the fall

Apply 72-hour quarantine period to returned items

20-30 employees working on campus

Diablo – Tatiana

Used online form for scanning requests

Tracked with spreadsheet

Investigating Alma Digital request functions

Library is open on limited basis, students can make 45-minute appointments

Southwestern - Patty

Sending notices via Alma for extremely overdue materials

Utilize book drops and pop-up events for returns

Holds on accounts to encourage returns

Have some CARES funds available – requesting new book drop box

Any employee on campus receives hazard pay

Santa Rosa – Anne

Curbside pick-up services offered for first half of the semester

Technology (laptops, hotspots, calculators) loaned for full semester

Reserve textbooks – students request in Primo, loaned for full semester

Six Access Services staff approved as “essential” to provide curbside service

Self-assessment required before coming to campus

Mira Costa – Jay

Items distributed through pick-up events and home delivery

Grossmont – Lisa

Campus gates are closed so students cannot get on to campus

Collaborated with the Math department for calculator requests, small number of students actually followed through to pick up calculators after making the request.

Sierra – Kacey

Access to campus limited to specific classes

Time limits are in effect for on campus visits

Students check in to buildings and classrooms using QR code in Sierra College App

Cerritos – Paula

Using lockers for contact-free pick up

Student request items in catalog and receive notice when items are available to pick up in lockers