**CCC LSP Project Circulation Working Group**

**Agenda**

**Wednesday, Jan. 27, 1:00 p.m.**

Attendees: Lori Lisowski, Rebecca Mendell, Lena Hicks, Tatiana Pak, Patricia Torres,

Cathy Tully, Jay Hartzell, Lynda Letona, Amanda Cronkright, Efrain Villanueva

1. Check in

No curbside service at MiraCosta or Southwestern. MC is mailing items.

Pasadena CC will resume lending textbooks for the spring semester.

Diablo Valley is buying textbooks and expanding services. Their IT Department is now using Alma with the department having its own “circulation” desk in a different location than the library.

1. Office hours
   1. Cataloging group example for soliciting questions

Have an area on Wiki where people could submit questions for office hours. Include link in email reminders. Lori to follow up.

* 1. Coordinating follow-up

Rebecca offered to take notes at the next meeting.

1. Wednesday webinars

Wednesday webinars are starting again Feb 3. Letters and Notices are on the agenda at the end of Feb/early March. Took us by surprise. Have the opportunity for Ex Libris to help with our presentation. Will work from Jay’s draft in shared drive. Cathy to test it. Everyone invited to review. Lori will contact Amy to push back delivery date to early April.

1. Subgroups/Assignments update
   1. Scanning and digitization—Rebecca, Tatiana, Anne

Looking to other colleges that have started the digitization process. Concerns about copyright laws. Rebecca, Tatiana and Anne going to meet in Feb to strategize approach. Tatiana suggested exploring how digitization can be used as a regular service.

* 1. Handling lost and damaged items—Lisa, Jay, Patty
     1. Fines and fees

Expected to be discussion at next office hours. Tatiana asked what other colleges do with students that had fines or lost materials prior to pandemic. Cathy mentioned being flexible with students. Students’ are notified through e-mails and text messages. Fines and holds are placed on textbooks but not general collection books. They just want to get their books back. Rebecca and Efrain mentioned in the chat that their schools lift the holds. Lori said getting tech returns is main concern. Work with each student case by case.

* 1. Letters and notices configuration—Jay, Cathy
     1. [Draft](https://drive.google.com/file/d/1YIIyKQRrXKUIrd_JG2v56ouq2wkDUqOV/view?usp=sharing) ready for testing

This topic was addressed during agenda item number III under Wednesday webinars.

* 1. Other
     1. Update Quick Tips with new interface
     2. Room bookings in Alma

Will come back to this when we have Kymber.

* + 1. Re-opening considerations

Idea is to put together a document similar to the Circulation Services one from the fall. We don’t have all answers or authority to do best practice, but we can offer what each college is doing and encourage others to contribute. Amanda will e-mail the group her college’s reopening procedures and guidelines. Lori asked group to send ideas for what to include in our document. She also will send CWG draft from last spring.

**Upcoming Calendar Items:**

Next meeting: Feb. 10, 1:00 p.m.

Next office hour: Feb. 3, 1:00 p.m.

LSP Wednesday Webinar Series: 11:00 a.m. weekly, resuming Feb. 3

LSP Governance Committee meeting: Feb. 5

**Rotation for Minutes:**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