**CCC LSP Project Circulation Working Group**

**Minutes**

**Wednesday, Feb. 10, 1:00 p.m. via Zoom**

Present: Amanda, Anne, Cathy, Kymber, Lena, Lisa, Lori, Lynda, Parisa, Patricia, Rebecca and Tatiana

Not present: Efrain and Jay

I. Check in

* Lori asked how Lisa’s distribution event went last week. Lisa commented that she needs to work on how to market better. Suspected pockets of students were missed even though the library reached out via email, library and college website announcements and calendar events, a student email blast (which went out early January so it missed the last-minute registered students) and the faculty/staff weekly newsletters for a month. Parisa commented they used Canvas and Lisa confirmed they assisted instructors with messages for Canvas as well.

II. Governance Committee meeting follow-up

a. Named users and bib records

* Lori - if you have questions, you can review the [recording](https://cccconfer.zoom.us/rec/share/C-7qi-XBS1X_ahqkfilsysqEtlUfS9re53_TM1n2_cgwn8aGCQ_fJAGQnmGQmcZR.zZvdPdHfRQW_WIw1) and [slides](https://docs.google.com/presentation/d/1ybbxcPg-AdEoZ1Ue7fHhHJSZRwKntDuaHWaQ8Wne6uM/edit?usp=sharing) on the Wiki, this will affect Circulation operations, having less user accounts than we’re used to. Will Cashiers Office, IT and other offices have user accounts? Adjuncts? Hard decisions to make about shared log-ins.
* Lori - Bib records - No matter how much we clean up, we won’t make the difference we need but we will not reduce discovery for our users. Network people will have to figure out how to proceed.

b. Webinar on letters and notices

* Lori spoke with Jeff, Michele and Amy - they like our approach, we will focus on one notice, and we will not include Ex Libris’ participation during the webinar
* Setting it in April - have time to plan, Jay and Cathy have draft, please review and test. It’s in the Google drive
* Will do two sessions since there is so much information about this topic

c. Work group charge and scope of current/future projects

* Jeff and Michelle added for our group to be careful on what we do, ex. Copyright is beyond Circulation in regards to Scanning and Digitization project
	+ Anne and Rebecca agrees; narrowing down to just scanning and digitization lifts a weight off of our shoulders
* Looking at our reopening guidance, its very institution specific that can’t be generalized -- different security and policy issues, very complicated. Rather than making guidelines we can share our different processes in office hours because it’s informative.

d. NERS (New Enhancement Request System)

* Lori reported Governance wants LSP work groups to be more involved in recommendations. Too late for us now but we should consider enhancements for next year and promote fulfillment enhancements. Our group was dealing with the pandemic, and forming the work group with all new members. Will talk more about NERS in future meetings
* No comments about holds queue enhancements draft that Lori sent the CWG. Please contact Lori if you have any thoughts or questions.

e. Questions?

* Tatiana - asked about named users (joined meeting after the section was discussed) and Lori shared the formula to equally allocate # of users per library = a baseline of 5 + 1/555 FTE of the college. If libraries want more named users, they have to pay $375 per user per year.

III. Office hours

a. Follow-up to questions in the office hour

* Larger group attended last time, Lisa shared no fines and overdue Reserves policy with group, and her are documents in the CWG Wiki

b. Monitoring and responding to questions from our new form

* No submissions received using new form, Lori will include for next office hours’ email blast

c. Parisa - Included in chat, Recording of today's named users meeting: <https://cccconfer.zoom.us/rec/share/C-7qi-XBS1X_ahqkfilsysqEtlUfS9re53_TM1n2_cgwn8aGCQ_fJAGQnmGQmcZR.zZvdPdHfRQW_WIw1>

d. Tatiana - update on In House Use Count using Analytics

* Return items vs. Scan In Items
* Scan in without box doesn’t register/count
* Process in line with Knowledge Center docs
* Lori - Asked Tatiana if she can check our current In-Use doc in Wiki if still correct
* Lori will contact Jeffrey Sobel (who had the question during office hours) once wiki doc is updated
* Tatiana will share report with the CWG

e. Anne - Questioned if we need two office hours per month,

* Lori stated the CWG offered two to allow different times, one at 1 p.m. and another at 4 p.m. Lori wants at least one a month. It’s nice because we all don’t have to attend every office hour, we can support each other when we can.
* Cathy thinks having two office hours per month will be helpful as libraries start planning to reopen, we may get more questions coming to us. Lori agreed this is a great point.
* We did not change the current schedule.

IV. Project updates

a. Scanning and digitization—Rebecca, Tatiana, Anne

* Had meeting yesterday to strategize how to share on the wiki, also training docs, Ideas: doing an overview set-up or visual, how to set up files share options, OneDrive, Dropbox, Google Drive what other CC uses; Anne - Archive items for a certain period of time, sharing not recommending
* Lena - using Alma’s feature with pdf expiration, staff have Outlook but students have google, Rebecca - Dropbox have different levels of pay, looking into Google drive
* Lori - topic in March for office hours
* Lisa - ILL process similar for articles through OCLC and Article Exchange. Rebecca ask if OCLC makes Bib records of digitized items. Lori and Lisa don’t think so. Will find out.

b. Handling lost and damaged items—Lisa, Jay, Patty

* Lisa had no updates to share at this time. Needs to update lost item procedures and make them less Grossmont College-specific. Plus all the screens are different. Lori suggested Patty help, especially while Jay is out.

c. Room bookings in Alma

* Kymber - tabling it for now, using different method than originally planned for March, pickup and distribution, checkout, quiet space, few hours reservations
* Kymber shared her library’s rearranging plan for 2 story open space, ~ 30 people including staff in space, in negotiations with other Depts., a couple of days and hours per week, do reservations/appointments? Still figuring out how space will be used
* Patricia asked Kymber about campus having set guidelines or does each department make their own guidelines? Kymber is working with the same group of people that consists of various departments

d. Updating Quick Tips

* Lisa brought up good point that Alma screens are different now with the new interface. Lori suggests our Quick Tips need to be updated in CWG Wiki.
* Lori can do first docs but if anyone can help with screenshots that would be helpful.
* Rebecca suggests our group divide and conquer the Quick Tips and all agreed

e. FAQs

* Lori suggests the group Google other library system procedures and processes, ex. Harvard, etc. instead of creating new ones all the time. We can add links to the wiki page.

**Upcoming Calendar Items:**

Next meeting: Feb. 24, 1:00 p.m.

Next office hour: Feb. 17, 4:00 p.m.

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

LSP Governance Committee meeting: Mar. 5

**Rotation for Minutes:**

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