

Circulation Work Group Meeting

April 2, 2020

In Attendance: Sara Cassetti (chair), Melissa Taylor, Antonio López, Anne O'Toole, Lauren Saslow, Lori Lisowski, Sheila MacDowell, Amy Carbonaro, Linda Kennedy, Josh Hughey

1. **Membership Changes** Tina Boghozian and Karen McCoy resigned from the group. At this time the group can manage with the current membership. If anyone knows of people who do want to join, forward that information to Sara.
2. **ISP Restrictions for Alma Access** Because everyone is working from home and accessing Alma remotely, this is currently a moot issue. This item will be revisited when on-site work will resume.
3. **Responses to Fines and Fees Survey** Sara has not had time to review and organize all the responses. This item is tabled until at least the next meeting.
4. **Group Check-In Regarding COVID-19 Closure Adjustments, Projects and Challenges**
 - a. **Course Reserves:** Several members reported on various projects to connect students and faculty to online course reserves through Cengage Unlimited, Redshelf, VitalSource, OpenStax and EBSCO. Methods used were
 - Posting lists or links online through the library's web site
 - Posting links to the most heavily-used reserves
 - Contacting instructors if their texts were available so they could notify their students or post it on Canvas
 - Using the digitization request form to let students place requests through Primo for specific textbooks, having staff research the availability and telling students how to connect to the resources. This is prompting staff to think about how digitization might be a viable method for providing on-going online access to reserves.
 - Embedding staff in courses through Canvas
 - Purchasing online versions if possible and warrantedOne challenge is that not all students have .edu email addresses, which are required to access Redshelf and VitalSource textbooks.
 - b. **Technology:** Many colleges and districts have gone all out to get laptops, Chromebooks and hotspots to faculty, staff and especially students. This was done in person as long as possible and now by direct shipping. Nevertheless, shortages remain and the limitations of Chromebooks have left some students unable to complete coursework. The digital divide is real--many students do not have their own technology and rely on campus computers.
 - c. **Fulfillment Operations:** Most locations opted to turn off notifications to not confuse students with changing due dates or concerns about fines, which are not being assessed. In general, due dates have been extended to the end of the semester or "two weeks after the library reopens" in the case of Santa Rosa. One lesson learned was to do a test before making bulk changes. Student accounts that expire at the end of the semester pose a challenge for extending due dates. Sacramento City College changed the default search in Primo to exclude physical items since they are not available. Such items can still be found with an advanced search.
 - d. **Data Cleanup:** Projects include OCLC reclamation, adding ISBNs to brief records so that book jackets display to enhance discovery, and checking in back issues of periodicals.
 - e. **Other:** Documenting new policies and procedures for Alma.
5. **Near Term Priorities**

- a. It's helpful to hear from other members about adjustments, projects and challenges. Continue the group check-ins.
- b. Create a document with proposed recommendations specific to fulfillment during a closure. This could be useful now and in the future. Sara will set up a shared link for members to brainstorm ideas. Josh shared a link with information on sanitizing collections:
<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

The next meeting is April 16 at 11:00 a.m.