

LSP Project Circulation Work Group Meeting Minutes
April 30, 2020
11:00 a.m. via Zoom

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

1. Round-robin check-in

In general, people are coping, but how libraries, and particular circulation, will adapt to the “new normal” of online and remote classes is uncertain. Pierce College will be online this fall, although some classes, particularly labs, will have specific dates and times that they virtually meet. Reliable internet access is still an issue for some students and hotspots are hard to find. Skyline College acquired, configured, catalogued and distributed iPhone 7s to be used as personal hotspots. With the end of the semester looming, staff are starting to think about how items can be returned safely. Continued access to free e-textbooks is a concern.

(From the chat: A VitalSource rep said, in response to a librarian’s question about whether they will extend free access: “Currently we do not have any information that the program will be extended past the current date; if that is the case you will receive an email with information, however, be aware that the program was created to help students whom were taking classes and lost access to their books due to the unexpected closing of schools. Unfortunately, we do not offer institutional purchases that work that way, as each account is for personal use, each account will need to have their own purchased book.”)

Can parts of print course reserves be scanned for student use while not violating copyright? Santa Rosa has had much success finding online textbook options for students who placed requests through Primo. Increased use of OER and ZTC materials is likely. More coordination between libraries and campus bookstores and academic departments will be needed. A topic for future discussion could be whether it’s possible for collaboration among the CCCs on cataloging and making accessible OER materials through Alma/Primo. Digital inclusion efforts are moving forward at Sacramento City College.

2. “Best Practices During Closure” document update

The document was sent to the Governance Committee and will be discussed at the May 1 meeting. Sara will report any feedback to the group. She also asks that members email her with ideas about how best to disseminate the document.

3. Access Services Conference presentations

Sara shared this professional development opportunity. Georgia Tech hosted an access services conference last November and the recordings have been made available for

free online. Note that you must enter the password listed at the top of the page when prompted. <https://www.accessservicesconference.org/2019-recordings/>

[2019 Presentations – Access Services Conference](#)

2019 Access Services Conference Presentations. ENTER PASSWORD:
ASC2019Virtual. View the 2019 Access Services Conference schedule &
directory.

4. **Ideas for next projects** (with the caveat that it's hard to plan for the future right now)
 - a. Additional documentation: Sara will share MiraCosta's new Alma-based policies and procedures that might be more broadly useful. They could be adapted and added to those already on the wiki site.
 - b. Electronic reserves: It might be useful to have a procedure document on how to add non-repository items to reading lists. Antonio suggested having a faculty survey to learn more about how they would like to have e-reserves made available to their students or integrated into their courses.
 - c. Re-opening best practices: Sara will set up a Google doc for members to add ideas and information. Keep the focus on libraries. Coordinate with other LSP work groups to avoid duplication of effort. Reversing what was done in Alma/Primo at the time of closure will need to be included. Many organizations and libraries have already started this work. See for example, Re-opening plan: <https://library.wyo.gov/wp-content/uploads/2020/04/Staged-Reopening-Plan.pdf> and Institute for Museum and Library services - <https://www.ims.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>

5. **Other**

Some members will be unavailable during the summer.

The LSP Governance Committee is soliciting new members for all [LSP work groups](#) for the 2020-2021 academic year.