**CCC LSP Circulation Work Group**

**Minutes**

**Wednesday, May 12, 1:00 p.m.**

Present: Lori, Patty, Parisa, Norma, Anne, Lisa, Cathy, Kymber, Lynda, Rebecca, Caroline

1. Check in

Lisa – opening was manageable, not as bad as expected. They were consistent with cleaning both for students and staff. Most overlooked item cleaned was the chairs. One day seemed busier than the other. LibCal worked beautifully. Her take was that since she and her colleague had already been doing distribution process, things went well with regards to PPE. QR codes were used to make appointments for walk-ups. They also have a laptop at entrance doors to make a reservation/appointment. Staff checks out the student at the end of their appointment.

Kymber- they have had a small amount coming to the library, 2 out of 50 available spaces have been used.

Lori- the board of trustees is meeting tonight and will discuss the recovery plan. The full return to work and reopen campus date is January 3, 2022.

A few campuses haven’t made a decision on mandating vaccinations.

1. Office hours – May 19 at 4pm
   * 1. Alma app demo (Parisa) –might be postponed
     2. Lost and damaged items (Lisa) – Lisa has updated procedures and has shared with Patty for a “look over”. She will do screenshare in Alma during office hours. She shared link on chat for rest of group to look at …

<https://docs.google.com/document/d/1TyJXkxXlPxzYqKc5Miz_VlvbZ1pu6D22yc4vcgHNxEw/edit?usp=sharing>

<https://docs.google.com/document/d/1f6UcdVBTW40ev5pnHc88KoQ_3_wsy2zaZq5tx3N1wYo/edit>

1. LibGuide for LSP project

-Lori reviewed what needs to be done and shared brief project plan:

* 1. Decide what stays and what goes
  2. Verify links and location of documents (Google drive, wiki upload)
  3. Rename files according to new conventions
  4. Prepare list of recordings with links for Caroline to convert and upload
     1. Meetings
     2. Office hours
  5. Move files to 3C Media documents folder
  6. Layout bones of lib guide (navigation tabs, boxes)
  7. Move wiki text to corresponding lib guide locations
  8. Connect 3C Media content to lib guide text

Lori showed what LibGuide looks like right now, went through the tabs. For now, the LibGuide is private until all groups are ready to publish. Discussed “what stays and what goes”. There was a recommendation to maybe keep two years of information and discard rest. Maybe have an archive for some of these documents. Another recommendation was to add a note for archival material to be retrieved from somewhere else, to not keep it on the LibGuide.

-Recommendation to put “COVID” information in its own section.

-Recommendation to put review dates on the documents.

-Lisa volunteered to assist with LibGuide. Team includes Anne and Cathy as well.

1. NERS follow-up

-Ex Libris goes through the top vote-getters and applies a point system based on difficulty of implementation. There will be another round of voting this summer. We will likely discuss at June meeting. As a consortium we have a lot of power to affect which enhancements move forward.

1. Work group participation for 2021-22 school year
   1. If you are interested in participating, please complete the following form **by May 14, 2021:**[**https://forms.gle/LUxVHnxsLgm2G3kF9**](https://forms.gle/LUxVHnxsLgm2G3kF9)

Even if you are on the group now and want to continue, you need to fill out the form.

**Upcoming Calendar Items:**

Next office hour: May 19, 4:00 p.m.

Next meeting: May 26, 1:00 p.m.

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

**Rotation for Minutes:**

May 26: Amanda

June 9: Norma

July 7: Tatiana

Aug 4: Lynda