Circulation Workgroup Meeting

January 21, 2020

In attendance: Sara Cassetti (Lead), Lori Lisowski, Melissa Taylor, Antonio Lopez, Amy Beadle

1. **New note taker for future meetings?**
   Sara decided to table this item until next meeting due to low attendance. She will ask for someone to volunteer as regular note taker at meeting on 2/4.

2. **Review updates, revisions to and new procedural documents**

   a. **Course reserves processing**

      i. **General comments about reserves thus far:** Sara mentioned that her department is finding that while the reserves processing "best practices" procedure is still accurate, now that they've gone live and are actually processing reserves for real, they're finding that there are some quicker ways of doing this (eliminating certain steps at times). Lori, as the person who processes reserves for her department, has realized that processing reserves with Alma takes longer than with their previous system (unknown) because of the "added layer" of the reading list.

      ii. Electronic reserves: Neither Sara nor Lori's department does much with electronic reserves at this point. Lori said they have just started providing links to e-books on reading lists and may start linking to ZTC resources soon once she gets more information from the librarian working with ZTC resources.

   b. **Registering new users (revise doc)**

      Lori Lisowski mentioned that they've had to add some new steps to this procedure. She will share the updated document with the rest of the group.

   c. **Marking item used**
      Sara will review and update if needed.

   d. **Marking items missing (new doc)**
      Lori expressed a need for a quick procedural document on "Marking items missing" procedure. Sara volunteered to draft.

3. **Letters & Notices procedure doc update**

   Sara informed the group that the documentation for Letters & Notices procedure is still in progress. This is one of the more involved procedures the group has worked with documenting thus far. She and Michelle will be working on this in the coming month or so. The current priorities are resolving all current issues post cut-over, but they will resume working on it soon. She will keep the group apprised of their progress.

4. **Fines and fees posting, and best practices for record management with damaged items**
   Sara will document procedure (any way to link between PeoopleSoft and Alma?)

5. **Managing items with multiple pieces (formerly known as circulation sets)**
   Sara mentioned to the group that at MiraCosta, they formerly utilized the "Circulation Set" feature of SirsiDynix Workflows, to circulate multi-piece items with multiple barcodes such as DVDs with multiple discs or book/cd-rom combos. Since circulation sets are not an item in ExLibris, they've revised their procedure and are now barcoding only one item per set, which has entailed deleting the remaining items from each holdings record

in their repository. She asked the group if others had encountered this issue, but nobody else had been using the circulation set model.