**CCC LSP Project Circulation Working Group**

**Agenda**

**Wednesday, Feb. 24, 1:00 p.m. via** [**Zoom**](https://smccd.zoom.us/j/98520145285?pwd=UlJuSnZwWjVMTkZIYWtRVmxxc3pkQT09)

**Meeting Notes**

Attended by: Patricia Torres, Kymber Ensele, Lori Lisowski, Anne O’Toole, Rebecca Mendell, Efrain Villanueva, Amanda Cronkright, Lynda Letona, Cathy Tully, Parisa Samaie.

1. **Check in** 
   1. EBSCO e-books count as bib records? – this remains up for discussion as the NZ Task Force and cataloging group look at ways to reduce the number of bib records
   2. Vaccinations – supply and demand. Half of our group today has been vaccinated!
2. **Questions from the field** 
   1. **Mailing—tracking in Alma and packaging practices:**

We are looking at mailing books to students…so, we wondered if the working group has made any recommendations on things such as parts of Alma that support mailing materials, or best procedures (envelopes, bags, postage, anything). (SJDC)

* + - * Nobody has actually used Alma for this, research is still pending
      * Postage?? How much to charge??
      * Mira Costa – ILL/shipping costs and HOW? Waiting for Jay to come back to answer.
  1. **Shared Alma logins security:**

I was wondering if anyone has developed a good protocol for sharing your shared Alma account logins. Is it safe enough to email them? Share them in a Zoom meeting? Share a shared document on Sharepoint? What is considered secure enough for your library? Also, how often are you planning to change them? (CCSF)

* + - * LTCC uses a shared document with staff access.
      * Efrain – cutting down to one circ log in. Been discussed at other meetings, but no direct info yet.
        1. One basic log in for computers, but staff logs in with own personal log-ins at computers. Anyone can use the computer, with generic log in for circulation.
      * Cathy – Use shared excel sheet, new procedures needed to talk to IT – nothing implemented yet, but it’s coming down the line.
        1. Not on Sharepoint, shared directly online through OneDrive to specific people who need it.
        2. 3 sites, 2 tutorial desks, 1 student success site so they all need different log ins.
      * Lori – Shared log in at circ desks – created each computer as Alma users as if they were people with their own password. Computers just stay logged in so anyone can use them. Not known yet how new shared logins (e.g., for adjuncts) will be secured. Know we need to be more conscious of password security (even our own log ins).
      * Amanda – verbally shared and wrote down own passwords that they need – no shared drive. It’s been tricky to figure out. Some testing has been done with simultaneous check ins and check outs with same patrons and it ended up okay at the end. No testing of editing items though.
      * How many people testing synchronously? 3 people using same log in for different things.
      * Lynda – Alma recommended that we don’t use synch accounts, however ignored it and continued as planned to combine librarian accounts except for Access and Systems Librarian. Student workers will also be combined. Tests seem to indicate that shared log ins are going okay.
      * Amanda – it’s a money trap – we can’t afford as libraries to purchase more user names. Students aren’t trained in Alma very well, so they’ll just have to be more **supervised**. Interns did work at front desk, but will still have to share staff log-in.
      * Patty – still fighting to get on campus. Log-ins aren’t really an issue. We cleaned up the named users and added a shared one with the circ desk, which kept us in our numbers. Easy to control. Probably six more months to figure it out.
      * Anne – Shared student account and one for each desk – Reserve/Circ and Tech Gear. Concern about matching mistake to person, but the time stamp should solve that, because we know who is scheduled and not too much overlap.
      * Lori – collecting info in a document about how colleges are going to address this is probably not a good idea from a security standpoint. And computer security is generally controlled by ITS. Would be hard to have best practices across colleges (beyond scope).

1. **Project updates** 
   1. **Scanning and digitization – Rebecca, Anne, Tatiana**
      1. Wanted to provide a demo more than online documentation, but nobody has it actually set up. Jeff Sobol (super helpful and glad to have on board) had communicated about it – He’s more than happy to help – so he will be a guest for our next presentation. Will meet again soon to run through things again.
      2. Getting attention with “special guest” and it will be recorded so it will be good to have a real demo.
   2. **Handling lost and damaged items – Lisa, Patty**
      1. Lisa couldn’t be here, but Patty shared that they met recently. Discussed current GC guidance, which is too campus specific. It needs more clean-up and generalization for others to adapt. They’ll be meeting again next week.
   3. **Room bookings in Alma – Kymber**
      1. Tabling this issue for now. Nobody is using it at this point. We will be using SARS at LTCC.
   4. **Updating Quick Tips - Lori**

New version of counting items used in house posted

* + - * Updated for new interface and to clarify glitches where things can go awry. If you scan with “return items’ it will record as in house. If you scan as house use, and it is checked out, it will automatically return it. Also found other quick tips buried in email: Pay Button…will go back to those and see if we can post those. Will share list of existing QTs and what needs updating so others can help as they have time.
      * FAQ – puzzling through how to do this. We have the resources and documents. Adding things like articles on re opening. Customizing Alma Letters and Notices (2017), but still useful and we’ll have more info coming up. FAQs are not quick tips, or documents, but how should we format it? If anyone has suggestions or thoughts on what would make sense for FAQs, please share them.
  1. Other
     + - Lynda asked about analytics reports – lots of canned reports in the shared folder for the consortium. Patty has links to ALMA master class. Check with Analytics work group for office hours or by appointment for help to set up reports. Things are often institution specific and helps to have someone walk through it with you. Easy to see from their Wiki page.
       - Next week: scanning office hour & Governance Committee meeting. If you have anything to share in the report or questions, let Lori know.
     1. **Future Topics:** 
        + SMS notifications
        + SARS/LibCal/Starfish/Acuity.
        + Getting Alma and other student appointment and communication systems to talk to each other
        + Efrain will share information from systems librarian.

**Upcoming Calendar Items:**

Next meeting: Mar. 10, 1:00 p.m.

Next office hour: Mar. 3, 1:00 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