**LSP Project Circulation Work Group Meeting Minutes**

**May 14, 2020**

**11:00 a.m. via Zoom**

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

1. **Round-robin check-in**

Everyone is feeling the strain and dislocation of dealing with this unprecedented situation. It is good to remember that we are not alone.

Members have been busy! Santa Rosa, MiraCosta and Skyline are preparing for end-of-semester curbside returns. Those who will be on-site staff volunteered for the work. Skyline trained willing student assistants to use LibChat and they are helping triage the chat and answering technology support questions regarding Canvas, WebSmart, etc., just as they would at the library. LA Pierce College is considering a pilot with their bookstore and RedShelf to push Inclusive Access materials through Canvas. Students would have free access to the materials for two weeks, then could choose to purchase the materials (opt-in) for the rest of the semester. The more students who participate, the lower the prices. Several colleges are investigating digitizing more course reserve content and sharing that through Canvas or Office 365. Alma has a great deal of digital request support and ExL has been hosting webinars related to this. We may have a future collaboration about the request function with the User Access/Discovery working group this fall.

1. **“Best Practices for Re-Opening” progress**

<https://docs.google.com/document/d/1gcgyDzka_n0oLLHHBpgCHP55XmQ1gMEXhuXN-hDCYN8/edit>

There was a long discussion of the scope and purpose of the document. There remains much uncertainty about the future and all plans and options have broad implications for students and staff. A flurry of resources related to libraries and the virus are being shared across many platforms and there is no way to absorb or review everything.

Everyone agreed that we cannot produce a “best practices” document at this time because of the uncertainty about the future and the diversity among the colleges, which means we will need a variety of approaches. We will focus the document on circulation/fulfillment operations that have a connection to Alma functionality. For example, adding scanned material to reading lists or how to deal with the system aspects of curbside check in would fall under the scope. The document could also offer options and suggestions (e.g., if you’re planning x, here are some things to consider….). Because so much is unknown at this time, the document will be a work in progress, continuing to evolve.

Members are asked to review the draft document thus far and make comments or edits regarding whether items are in or out of scope. Then we can proceed from there to flesh out relevant content. One area where it might be useful to have a separate “how-to” guide is adding OER/ZTC items to reading lists.

1. **Review Sara’s Presentation for Council of Chief Librarians Workshop**

Sara is giving an update on our work as part of the CCL LSP Workshop on May 15. She will send her slides to the group after this meeting. Send her any comments or suggestions as soon as possible.