

**Ex-Libris Alma Circulation Workgroup  
Meeting Minutes – 12-13-18**

**I. Short recap of state governance committee meeting:**

Michelle and Amy gave a summary of the governance committee meeting from December 6 in San Diego. Here are some highlights. Michelle's rough notes will be sent to the group as well.

- Co-chairs were elected: Dough Achterman and Eve Miller
- Request for ongoing funding was discussed
- Workgroups shared out (see Michelle's notes)

**II. Workgroup document:**

Michelle shared the workgroup document (attached to these minutes) and asked for volunteers to take on an area to work on. The goals are:

- Identify the key functions within each area (ideas are listed in the document)
- Research what the CSU consortium workgroups came up with
- Draft some best practices/proposed policies to be shared with the governance committee

Volunteers are listed on the document. If you were unable to attend today, please email Michelle with your preference of where to help.

**III. Vanguard member comments:**

- Lauren talked about having to pay SIRSI for data extraction (hosted system)
- Lauren also shared her impressions of Leganto as part of the CLEAR committee
- Josh said the production environment was here but data was not added yet (please correct me if I got that wrong)
- Anne indicated that things are moving along so far (please add in your other comments for the record – my notes were very sparse)

**IV. Other comments:**

- Michelle will poll group about next online meeting – hopefully between January 2 and January 18
- Michelle will send out message regarding tentative deadline for first drafts of practices/policies from each sub-group.

**V. Adjourn:**

- Happy Holidays to all!

**Ex-Libris Alma Circulation Workgroup  
California Community Colleges**

<b>Activity Area</b>	<b>Sub-activities in this area</b>	<b>Notes</b>
General configuration <b>Michelle</b>	<ul style="list-style-type: none"> <li>● Calendars/hours</li> <li>● Closed dates</li> </ul>	
User management <b>Anne and Greg Karen</b>	<ul style="list-style-type: none"> <li>● Registering new users</li> <li>● Reciprocal borrowers</li> <li>● Community patrons</li> <li>● Emeritus faculty/retired faculty and staff</li> <li>● User status</li> <li>● User expiration date</li> <li>● Patron privacy</li> </ul>	CCC Apply – CCC-ID for students to be able to use products across the system (i.e. Canvas)
Managing physical items <b>Josh David Sheila</b>	<ul style="list-style-type: none"> <li>● Checking in and out</li> <li>● Placing holds</li> <li>● Receipt printing</li> <li>● Brief/on the fly catalog records</li> <li>● Circulation sets/kits/etc.</li> <li>● Inventory</li> </ul>	Claims returned In-house use Possibly locations
Course reserves <b>Michelle and Sara Tina</b>	<ul style="list-style-type: none"> <li>● Creating a course</li> <li>● Adding instructor(s)</li> <li>● Creating reading lists</li> <li>● Assigning items (citations) to the reading lists</li> </ul>	
Notices <b>Anne and Cathy</b>	<ul style="list-style-type: none"> <li>● Overdue notices</li> <li>● Billing</li> <li>● Holds notification</li> </ul>	
Serials <b>Sara and Michelle</b>	<ul style="list-style-type: none"> <li>● Creating records</li> <li>● Check in procedures</li> <li>● Generating predictions</li> </ul>	
Staff Users <b>Josh and Antonio</b>	<ul style="list-style-type: none"> <li>● Levels of staff access</li> <li>● Student workers</li> <li>● Partnering centers who circulate materials</li> </ul>	- Roles in fulfillment
Locations <b>Lauren Veronica</b>	<ul style="list-style-type: none"> <li>● Managing multiple locations</li> <li>● Pending transits (or under “Managing Physical Items”?)</li> </ul>	Multiple libraries, multiple partners within our institutions, and locations of different collections, clarifying that concept in Ex-Libris
Resource sharing <b>Michelle</b>	<ul style="list-style-type: none"> <li>● Interlibrary loans</li> </ul>	Clarify how this may work (i.e. Network zone)

Cash flow <b>Anne and Cathy</b>	<ul style="list-style-type: none"><li>● Fines (overdue if collected)</li><li>● Billing for lost/damaged items</li></ul>	