**Circulation Work Group Meeting**

**February 18, 2020**

**In Attendance:** Sara Cassetti (chair), Melissa Taylor, Antonio López, Anne O’Toole, Lauren Saslow, Lori Lisowski, Sheila MacDowell, Amy Beadle, Linda Kennedy

1. **New note taker for future meetings?** This was tabled because very few people were online at the beginning of the meeting. Lori took notes for this meeting.
2. **Linda Kennedy, Systems Work Group embedded liaison**  Linda (Ventura College) introduced herself to the group. She said the Systems Work Group is trying to establish how best to serve the consortium and the work groups with system support. Are there systems solutions or assistance for work group projects? Liaisons will take ideas and requests back to their work group. Linda said they want us to know that they’re here to help! Because this is new, there are no set parameters for their assistance. Some of what they’ve done is help with integrations of Alma with other systems (e.g., computer reservations). Lauren suggested that integration with Bibliotheca and RFID gates is an area where they and perhaps other colleges could use assistance.
3. **Update from State Governance Committee Meeting**
   1. **Letter to Board of Governors and Chancellor regarding ongoing state funding of LSP project** Doug Achterman, LSP Governance Committee, is drafting a request for a line item in the CCC budget for ongoing support of the LSP project. The funding is currently lumped with other projects. The committee is making the case for why ongoing state funding is essential.
   2. **Feedback from committee on work of Circ Group** One request was to create a “cheat sheet” for fulfillment roles, which would include student workers. It is possible to configure existing profiles by adding or removing functions. Antonio shared that at LRCCD, they learned they had to expand the Circ Desk Operator Ltd role to include the ability to add and remove notes. Sara will start a spreadsheet for the group to share ideas and issues toward the development of a cheat sheet.Another issue that was raised by a GC member related to limiting logins to certain IP addresses. Lori reported that this has been done in her district (San Mateo County). Sara asked if she would gather more information about that decision for the group. Others were concerned about the potential loss of system flexibility by limiting access. Sara will set up a poll for the committee to record how they are addressing access. She also invited members to share thoughts and ideas about what we might gain or lose if IP restrictions were implemented so she can report back to the GC.
   3. Sara will send additional updates from the meeting via email to the committee.
4. **Review new training documents**
   1. **Marking an Item Missing**
   2. **Creating an Exception for Staff Requests on Non-Requestable Items**
   3. **Adding Journal Titles from the Network Zone**

Lauren reported that they are using the temporary location for missing items because when an item is found and checked in, the system immediately routes it to its correct location. Antonio said that all the tip sheets are greatly appreciated and used for training. Sara said MiraCosta is working on adding periodicals from the network zone. Due to the shortness of time, Sara asked that everyone send her feedback on these documents and then she will post them on the Wiki.

1. **ELUNA upgrade and enhancement request process** All colleges who pay CCL membership dues will have an ELUNA membership. Suggesting and voting for Alma/Primo system enhancements has more clout through ELUNA than through the Idea Exchange. Membership information is being sent to the project leads at each school and they will have access to NERS (New Enhancement Request System). Suggesting new enhancements has already closed for this year, but the first round of voting will be in March. The ELUNA committee is working on a plan to use our collective votes strategically.

**The next meeting is March 3 at 10:00 a.m.**