**Agenda – LSP Circulation Work Group
October 15, 2019**

* Letters and Notices Best Practices Ideas
	+ Should we list the most common letters?
		- Here are the ones we’re using: Borrowing Activity Letter, Courtesy Letter, Ful Overdue and Lost Loan Notification Letter, Loan Receipt Letter, On Hold Shelf Letter
	+ Should we include instructions for SMS (text messages)? Looking at our survey results, only two colleges are currently texting out notices, but eight respondents said they were interested in this.
* Follow up on EBSCO print serials management
	+ Our survey showed that the majority of respondents use EBSCO
	+ Sara will demonstrate the EBSCO periodical check in/claims site
	+ We should also outline the steps within Alma that can be used later after go-live
* Follow up on Textbook Information Access
	+ Anne and Antonio’s document (<https://docs.google.com/document/d/1rgj3UGt0m_Wy54fd95U5ct-jCfWQmqOw7P1ejkNj9Ck/edit>)
* Working At The Circ Desk
	+ We need a one-sheet basic list of instruction for student workers or those who are Circulation Desk Operator Limited
	+ This should be a priority for us to give to everyone before go-live
* Webinar representing our work
	+ November 22