**Circulation Workgroup Meeting**

**Nov 12, 2019**

**In attendance:** Michelle Ohnstad (Chair), Sara Cassetti, Amy Carbonaro, Lori Lisowski, Amy Carbonaro, Tina Boghozian, Lauren Saslow, Sheila MacDowell, Romelia Salinas, Josh Hughey

# **Agenda**

**Statewide Webinar Series: Circulation Work Group Webinar (Friday, November 15 @2pm)**

The group worked collaboratively to develop the slideshow that Michelle will present at the webinar series Circ Group session. Slide topics as follows:

* **Circulation Work Group Charge**
* **Accomplishments**

1. **Field Survey on Circulation-Related Subtopics**
   1. **54 colleges responded**
      1. **List various themes/topics that emerged from the results and how they informed the charge of the Circ Group**
2. **Alma Quick Tips: Working at the Circulation Desk**
   1. **One-sheet for check-ins and checkouts**
3. **EBSCOnet Print Periodicals Check-In**
4. **Course Reserves Best Practices**

* **Current Efforts**

1. **Placing physical item holds**
2. **Letters and Notices**
   * 1. **Notifications**
     2. **Customizing Letters**
3. **Quick Tips Guides**

The group will draft these quick tips guides as follows. All will be drafted in Word:

* 1. **Adding patrons on the fly (Sara will do)**
  2. **Adding items on the fly (Sheila will do)**
  3. **Renewing materials (Tina will do)**
  4. **Marking items as used (Lori will do)**

1. **Plans for the Future**
2. **Short-Term**
3. **Long-Term**
   * 1. **Using Alma to process and check-in option for print periodicals**
     2. **Setting up prediction report**
     3. **Resource Sharing – ILL within the CCC Libraries (adapting WorldShare)**
     4. **Billing for Lost Items**
     5. **Inventory and Weeding (from a Circulation perspective)**
     6. **Other topics (as requested from the field)**
4. **Placing a Hold in Alma best practices document**

Josh put together a Placing a Hold in Alma training/best practices document. Sara will assist with formatting and editing the document, and then it will be shared out by the group.