**Circulation Workgroup Meeting**

**Oct 1, 2019**

**In attendance:** Michelle Ohnstad (Chair), Sara Cassetti, Antonio Lopez, Anne O’Toole, Tina Boghozian

# **Agenda**

1. Print periodicals

Michelle discussed EBSCOnet as an option for print serials management given the complex nature of serials mgmt. in Alma. Sara shared a link to the tutorial video for EBSCOnet Local Check-in feature and procedure.

Link: <https://vimeo.com/356941555/6c71e1e412>

1. Letters and Notices

Michelle discussed her experience with setting up Letters and Notices in Alma. She distributed her procedure documentation to the group last week.

Michelle demonstrated the procedure for setting up one of the Overdue and Lost Loan profiles.

Configuration > Fulfillment > Overdue and lost loan profile list

She discussed the various areas of the profile and how she determined the settings for each.

Configuration > General > Letter emails

Michelle demonstrated how to set up the content of the letter using the various fields in the Letters Code Table. She recommended the group test their notices/letters by checking several things out and modify due dates to see if the notices are triggered and how they look. These jobs need to be run manually currently until we go live. None of the jobs can be scheduled.

1. LSP Alma Circ Sub-Workgroup: Textbook Information Access

Anne and Antonio shared out the document they’ve started drafting for student access to textbook information for their courses. See attachment for details.

<https://docs.google.com/document/d/1rgj3UGt0m_Wy54fd95U5ct-jCfWQmqOw7P1ejkNj9Ck/edit?usp=sharing>