Circulation Team Leaders Meeting Agenda

Southeast Campus
5/15/15

Attending: Josh Barnes Melanie Brennan, Andria Burton, Travis Budd, Bob Holzmann, Natalie Manke, Sarah Wagner

Scribe: Travis Budd

- **Inventory**- We are going to skip inventory this year because we are still heavily weeding. Instead we will be focusing on shelf checking.

- **Public Activity Reports**- Everyone is pleased with the reports because even though enrollment is down our statistics are still up from last year. The Library Directors will compile the annual reports. Study rooms have been used more frequently but there is nothing about study rooms written into the library policy. Southeast campus has hand clocks next to Study Room 3, which is not a part of LibCal, to show when the room will be available next. We are only allotted for 10 study rooms so if we would like to purchase more study room space on the program we would need to talk to Amanda Kuhns about that. Travis will be meeting with Jamie next week to work on library chat stats.

- **WMS Implementation**- All of the training they provide is online. We are going to try to get the procedures written by June for the beginning of training. Logging on to one screen gives access to all tools (acquisitions, circulation, etc.). Natalie would like to start from scratch for entering Reserves into the new system.

**Bob**- Item and Patron notes will be migrated over to the new system.

- Holding is the main location section for items, not sure about the use or availability of temporary locations for items.

- We are going to ask about a Pick & Scan-like feature in the new system.
- It seems that WMS has differentiated two resources that are essentially the same: electronic and digital resources. What they mean by digital resources is items in the system that have been digitized by TCC.

- We use General and Pop-up notes primarily and need to make sure those are migrated to the new system.

- So far there has not been anything in the new system showing the Item Status for books (Lost, Missing, In Transit, etc.)

- A few other questions to see about in the new system was to see if it could modify due dates, differentiate patron types (adjunct, staff, student), and do multiple loan periods.

- Bob suggested that we all scan our procedures document to discover other things we want to ask or find more out about.

- Josh suggested creating a Google Doc to compile questions, make suggestions and offer pointers to share between campuses and to later ask Bob about.

- **Chat/LibAnswers updates**- Adam and Josh are going to begin training others on the new version of LibCal, which goes live next Thursday the 21st. Natalie is changing the tag cloud in the database. The new tag will instead read “Need Help?” in red letters. Natalie is also working with others on final tweaks for the new website. Josh thought the usability studies were very well designed.