Circulation Team Leaders Meeting Agenda

Metro Campus

3/13/15

Attending: Josh Barnes, Melanie Brennan, Andria Burton, Travis Budd, Natalie Manke, Hans Pasco, Sarah Wagner

Scribe: Josh Barnes

- Courier questions (w/ Hans)
  - We agreed that books going back to the wrong campus could be the fault of library staff or the courier, not necessarily one of the other.
  - Travis’ idea was one new book slip color and use two slips—one new book and then the regular one. Orange for new materials and purple for repaired. We’ll have to put the campus slip on top.
  - Andria invited Hans so that we could communicate and improve practices. Hans now rides with the campus courier which has changed things a bit.
  - Hans has to fit in with their runtimes. 1 PM departure from MC. Hans has to be there in time so we don’t hold up the mail run. Get to WC unless there’s a stop at Glenpool.
  - Get back to Metro. Leaves about 2.
  - Would items in between 1 & 2 to other campuses get out? Not necessarily.
  - Leave from 2 to go to NE.
  - From NE to possibly Outreach and East Mail Center.
  - Then to SE. About 10 til and 3:05.
  - From SE to Conference Center.
  - Owasso? private courier company, on an as needed basis?
  - Then back to Metro usually around 3:15 to 3:45.
Things that changed after our courier car went away.

- Can’t bring as much with him. He can’t slow down the mail run.
- He could carry two boxes.
- He still has dolly.

Things to make it easier for Hans:

Cross through old destinations, cross through the old side.

- Mail labeled and processed clearer.
- Hans goes by color. Don’t relabel color slips.
- Let’s not put hold slips outside, but inside.
- We need more of a differentiation between ILL books and TCC books.
- Books shouldn’t go through regular mail.
- Pack books in the mail bins better. Consolidate bins.
- Better World Books

Andria sent an e-mail. General fund gets a cut of anything they can sell, anything they can’t sell they donate to 3rd world countries. When we begin weeding, they don’t want the books overly marked. Void over barcarde label and one withdrawn stamp over property stamp on title page, no pockets removed. Pay attention to items they will take and not take. When we’re ready to weed, contact Travis and he’ll print some UPS labels. Minimum of 6, maximum of 39 with 1 shipment. Contact Travis with shipping time. We will let staff at our libraries know about new procedures.

- New ILS & Staff Circulation Training

  - Paperwork is in and we’re waiting for a signature. Voyager training is moot. Training will move from more obscure things to the new system training. If we committed to September 30 we’d get a discount. Bob worried about the timing. Looking at live by
end of July so it’s in place by fall. As soon as Andria gets training materials we’ll need to meet to new training. There might be a period of a week of downtown. During the town time we’d have to manually keep track of checkouts and returns.

- We need to start a list of questions for Bob? A google doc for shared questions?
- Dual time of Voyager and WMS?
- Will this fix reporter?
- The problem of certain emails not going out—Travis says it’s not always e-mail is expired.
- Will it interface with ILLiad? Yes. ILLiad sits on top of it.
- Training from OCLC?
- Transit

  Training module?—wait to find out.

- **Voyager sign-ins & authorizations—\**
  - NE has a different view than sE.
  - There was a big deal about not retaining circulation history. The system isn’t supposed to retain the history but it does. Moot point.

- **Southeast Updates**

  Banner access

  Mark doing notices and reports now.

- **Chat/LibAnswers updates**

  Desktop alert notifications. Older versions of firefox won’t work properly with it, IE doesn’t work very well—use Chrome.
Reminder—never answer a question (email and text) and make it public right away. Answers default to private.

Thoughts on chat schedule? Natalie likes the way it’s the same way,

Natalie—people watching chat seem super sparse in early afternoon. 1-2

Everybody on with no primary. It was a hardship because of various schedules.

Metro night people log off at 8 because that’s the end of the schedule.

NE just all got log-ins and they are scheduled to be trained with Jamie.

Lisa at West will be editor.

New materials—Tech Services is proposing to remove the pocket and put in a strip with an adhesive stamp.

Generic property stamp on outside of book.

Pop up label to not have cd notes, cd with liner notes.

Separate location label for reference on outside of book so that if it moves back to circulation we could remove it easily.

DVD slips still say LRC? Sarah will check.

Still need pockets for reserves.

New books that don’t have pockets that go on temp reserve we’ll deal with.
Extra label on inside of cover with call number. Melanie said this wasn’t necessary, and we agreed.

News on print management?