Circulation Team Leaders’ Meeting Agenda

3/11/16

SE Library Classroom 7216

Attending: Josh Barnes, Travis Budd, Natalie Manke, Emily Tichenor, Sarah Wagner, Bob Holzmann

Notes: Travis Budd

In transit items & reports: All campuses agree that running reports is going smoothly. Bob has set up access to author reports (Report Author). Emily would like to start running reports based off of ESL usage. OVY reports we design save to a shared OVY folder. We seem to have a lot of books in WMS with a temporary location of Circ that already have Circ as a permanent location, which is redundant. Maybe we should run a report and decide whether this is something we want to take the time to correct.

Bursar Holds & Payments: Emily has been working with Chelle “Dawn” Davidson in the Bursar to see about getting the money put back into the library’s account for library fines and it has worked well so far. We should let Emily know when we have patrons paying for books in the Bursar. Please email her the student’s ID# and cc: Dawn on it so they can make sure the procedure is working properly. Josh would like to check with the LMTs to see if we can apply hard holds to patron accounts all year long. We would also need to check with the Bursar about this.

Wi-Fi Hotspots: Natalie has been monitoring the data usage for all of the hotspots. She will be emailing a handout to the other CTLs about how to manage the data for the hotspots at their own campuses. We will need to look for outside sources of funding if we deem it necessary to continue this pilot program in the future. A suggestion was made that it would be helpful to monitor how TCCL’s hotspots are doing with the public and then go from there. The program as is cannot continue, it is too expensive and maintenance is too time consuming. However, the user comments are extremely positive and student interest is very high. As of March 8, hotspots have been checked out 157 times and we have gone through 240 gigs of data.

Data Task Force Update: With the Public Activity Report in WMS it is only possible to collect data from the month and year and not a specific date. For this reason, our reports going forward will be the following:

SPRING: January-May    SUMMER: June & July    FALL: August-December
Report from Bob: Bob to give everyone “Report Author” status in WMS. Everyone should take a look at the training videos WMS provides on canned reports, customized canned reports, and new reports from scratch. TCC Libraries option includes general as well as broad items (ex. ILL). Josh is going to keep an eye on the courier card to make sure items are not staying in transit for too long coming from or going to Tech Services or ILL. Emily will be checking the ILL reports. We need to start taking a look at how to do inventory on WMS since May is just around the corner. Emily mentioned that we need a procedure document for inventory reports by April. Natalie and Josh have agreed to take the lead on that. If an item is deleted from WMS and if it is the last item held at TCC it should delete the entire record. Weeding procedure needs to be made before the end of the semester (Emily, Melanie, Bob). Bob and Cary have been looking into WMS Acquisitions and it looks like double unnecessary work for ordering receipt and cataloging.

Alumni Patrons: Need to see if alumni patrons still have an active TCC email and how long patrons have access to computers, and other services after they graduate.

WMS Procedures LibGuide: Emily wants to stress consistency (with sub boxes, type face, etc.) and would like other staff to look at the LibGuide after Spring Break. Josh mentioned that we shouldn’t use the browser “back/refresh” buttons to go through the guide and instead use the save search feature or refresh within WMS itself. WMS terms should be in BOLD typeface not quotations. Natalie changed the guide from unpublished to private so that all the links would work properly. Josh reiterated that it is possible to link to boxes from other pages. He is also compiling a list of item statuses and exactly what they mean to create a glossary of easily to find terms.

Friday April 8th - Final draft for WMS guides is due.

*If patrons are going to need to use their student ID to print with the new print solution, we may not be able to keep IDs for Reserve items anymore. Training for the new print management system should be sometime in June.