Circulation Team Leaders’ Meeting Notes

1/13/17

Location: West Campus Library Classroom
Attending: Josh Barnes, Travis Budd, Melissa Kash, Natalie Manke, Sarah Wagner
Notes: Sarah Wagner

- Semester Public Activity Report
  - Hotspots: we are going to add this as a category on the Semester Public Activity Report (SPAR) in the future. Josh is looking into modifying High Use reports so that we can run a revised report to count usage. It can be done through the Circulation Events report in Excel. Use filters such as barcode, date range and checkout. (There will be more about hotspots later.)
  - The group then discussed how to record Outreach sessions on the SPAR. It was decided that InfoLit sessions, even if not taught in the classroom, would still be recorded in that activity as we have in the past. Sessions such as Lunch & Learns will be recorded in the Marketing Report. Sarah asked about how to record usage of meditation room and Storytime Lab. She will use the extra study room slots for that information. Travis asked if we included Virtual Chat stats on the SPAR. They are not, but they are in the Annual Report.

- Banner Holds/Replacement Fees/Communicating with Bursar: The question came up – if a student pays for a lost item, how are we communicating costs to the Bursar? Metro puts a note in SOAHOLD telling the Bursar to check SPACMENT and then records the cost of the item there, as well as a note asking the Bursar to either call or send student back to the library with a receipt. We all agreed, this puts the burden back on the student. Josh said that he will investigate this with his staff and Shelly at SE. In WMS – when a book has been paid for, mark the item as “claimed lost” and then resolve the bill as paid in the patron account.
Then the book will show as lost and can be reordered as necessary. **Action item:** Josh will write this up for the Procedures Manual and experiment with Percival Bumbler as an example.

- **Sharing Hotspot list info:** It was decided by the group that we won’t keep a list of patrons who have abused Hotspot privileges. Instead, we can record info in a pop-up note. We decided to only waive an overdue fine for these items once.

- **Proposal for requesting more Hotspots:** Melissa reported that we need to make a proposal for more hotspots. We want to get 40 more if possible (10 per campus). Jeff Horvath and some librarians have expressed interest for checkout for outreach usage. Josh asked how this would figure in the budget. Melissa reported that it would likely come from a central fund as opposed to campus budgets. If we do get more, then we can advertise more. The Library Marketing committee will promote it. We need to also market it to people who need to know about it, and the work that we do for students. **Action item:** Natalie will gather the stats for this proposal. Total number of checkouts for both old and new.

- **Video shelving:** It was decided that each campus decide how to display/shelve their collections of DVDs. Travis will get with JP about labels for DVDs that inform about checkout length, etc.

- **Reserves:** Some campuses have had a hard time getting new materials for reserves. It was decided that CTLs work with librarians who are the liaisons to the different schools. Melissa will send us the list of librarian liaisons. As far as keeping old editions, if no new one, we can keep or put into circulation if the departments don’t want the materials returned. We can
also encourage students to check with the various labs. They often keep the most current editions of those books.

- Charging for Printing: It came up that students have asked if we will start charging for printing this semester. Natalie has heard maybe summer or fall. Josh pointed out that printing has actually gone down as far as waste. **Action item:** Melissa will inquire so that we can tell students.

**Next Meeting**
**Date:** 3/10/17
**Location:** Metro
**Notes:** Josh