Circulation Team Leaders’ Meeting Notes

5/12/17

Location: Northeast Campus Library
Attending: Josh Barnes, Travis Budd, Tammy Harris, Bob Holzmann, Melissa Kash, Natalie Manke, Sarah Wagner
Notes: Sarah

- Chair Rotation: This meeting marks Josh’s last as Chair. Thank you, Josh! The next chair will take over duties as of the July meeting. Past meeting information and the schedule for meetings is located on the KM guide. The next Chair has yet to be determined. We discussed the specific duties of the Chair.
  - Preparing meeting agendas, scheduling meetings and designating note-keepers
  - Facilitating meetings
  - Preparing the spread sheets for the Public Activity Report, gathering all stats
  - Alerting the other CTLs about patrons with 5 or more or $250.00 in fines (across all four campuses) when running the Overdue Items Aging Report
  - To be the team’s liaison to Bob and to communicate w/him about WMS issues
  - Fields questions about circulation issues

We also talked about how the Public Activity Report spread sheet works. Perhaps we will change it in the future.

- Circulation Labels for Videos: Several questions came up concerning labeling DVDs: Are circulation labels needed on DVDs? Can’t we rely on pop-up notes to alert staff if they belong in a different area? Shouldn’t we all be using the same labels for uniformity?

Ultimately, we decided that we would all use the blue 7 day loan stickers that Travis showed us. They come 500 to a roll. Staff at each campus can attach the stickers to existing items.

Tech Services can process future items. Josh brought up the Shelving Locations Report in
WMS and said that he thinks he’s got a working version (Currently called Shelving Locations Report Try Again). We can use this report to check for items and locations when checking to see if items are where the report says that they are. Action items: Josh will run this report. For all CTLs to run it they must be the “Reports Designer” role in WMS. Bob will check and make sure that we all have this role.

- **WMS Procedures Manual Update/Glossary:** We will all look over our portions of the WMS libguide and update accordingly. Josh suggested adding a possible glossary of terms that are WMS specific (example: different statuses such as “dispatched”). We then discovered that we can possibly link to the WorldCat help page. We need to check for redundancies. (BTW – we didn’t determine who would do this.) We all need to give a status update on the WMS libguide update at the next meeting in July.

- **Courier updates/New processing slips:** Tech services says that there will be no deliveries on Fridays. The question came up, does collage mail go out on Fridays during the summer. If so, what time? Also –the courier seems to be working fine, but remember to put the blue bags in the black mail bag for the courier. We also decided to keep using the campus transit slips. Bob then revealed the new processing slip. It will help Tech Services. The slip has more used things/info at the top, put the shelving location in a different order, at the bottom who is cataloging and date and who is processing and date. There is also a section for comments at the bottom. We will be using the slip by July 1st.

- **Due Dates times:** There’s been a rare issue with Hotspots & their due dates on Fridays at SEC. The Hotspots are apparently generating fines on patrons when they turn in the Hotspot after 5pm, even though SEC is open until 9pm. When this occurs, take a screen shot and send it to Bob. Bob will check in to this.
• Tammy brought up an ILL question. Do we want to check out ILLs to patrons who are not expired, but are not enrolled? Bob reported that patron records remain in our system for a year from their last active date in their registration record. There is no way for the ILL people to know if they requesting patron is currently enrolled, they would need Banner access and also access to the SFAREGQ screen to check enrollment status.

Next Meeting

Thursday, July 13, 2017

Metro Campus Library

Notes: Travis