Circulation Team Leaders’ Meeting Notes 7/13/2017

Attendees: Josh Barnes, Melanie Brennan, Travis Budd, Natalie Manke, Sarah Wagner

Notes: Travis

Present & Discuss, CTL Team Roles Document:

- Melanie- Taking over as the CTL Team Chair and will organize and set agendas.
- Josh- WMS Analytics reports expert and supports the team chair.
- Natalie- In charge of being the WMS Community Facilitator and report on any new features.
- Sarah- Responsible for reviewing and making recommended updates to WMS guide and training procedures. And to report on upcoming marketing events that involve circulation team to help facilitate the event.
- Travis- Central contact for Better World Books and will serve as CTL liaison to systems librarian Bob Holzmann as needed.

Conference Center request slips and logistics:

- Staff book requests to Central Conference Center.
- LibWizard form for checkouts could be an easy solution upon LMT approval. The link would be placed in the Employee tab on MyTCC under Quicklinks titled “Library Materials Requests for Conference Center”. A confirmation email would be sent to CTLs on the requests and they would in turn email the staff member that the book is in transit to them. Checkouts would be for 3 weeks or until Next Pop-Up Library at Central.
- Marketing ideas include blanket emails, flyers, etc. to be determined by Marketing Committee.
- Possibly include an alternate link for Non-Conference Ctr. Staff to request books normally.

Hotspot Guidelines:

- Discussed whether there had been issues with patrons signing up on hotspot waiting lists at multiple campuses. We determined that it wasn’t a harmful issue at the moment and that it would probably resolve itself when the busier semesters resumed.
- May be possible to keep track of hotspots on the LibCal Equipment & Spaces section. This service should also be free to us already.
- It’s not clear whether we will be getting any more of hotspots at this time.

Students Expired Accounts & Library Usage:

- Expired accounts has possibly been resolved already in WMS through Information Systems update as per Bob Holzmann.
• Check with Bob whether WMS updates when a student that has enrolled then drops all courses. Does the patron record expire when they become a not active student? Travis as liaison will find out.
• Patron account expires after 1 year of inactivity
• Can students that are active in the system but not enrolled check out books? Can we deny them from checking out items? Currently we will check out items to patrons if a student can show a current class schedule or confirm in some other way that they are currently enrolled.

Josh Demonstration of Customizable Stats by Date Instead of Month:
• Josh has sent out an email detailing this as follow up

Other/Announcements:
• Melanie will check with ILL staff whether an ILL renewal request that is approved automatically resets the due dates or if ILL staff does this manually.
• CTLs discussed how long an ILL books on hold are kept on the shelf. Different campuses have kept them until a day or two before they are due back or are sending them back whenever the WMS holds shelf expires. Also check with ILL to set hold expired date for a few days before an items due date.
• Sarah reported that the Word of the Week has been very successful recently. There were 40+ new “likes” and 10 entries in the last challenge.

Next Meeting
TBD (originally September 8th, changed because of Day of Caring.)
Northeast Campus Library
Notes: Natalie