Purpose Statement: The charge of the Circulation Leaders Team is to promote and provide services to the College. This includes the efficient circulation of the collection, reserves, and interlibrary loan materials, access to well-maintained and current library resources, courteous and prompt assistance in locating library materials, accurate and efficient account processing, and respectful responses to patron concerns. The Circulation Leaders Team also promotes learning opportunities and events that support the mission, vision and goals of the TCC library.

Circulation Leaders Team Makeup: The Circulation Team consists of five members representing all four campus locations and one leadership team liaison. Team chair serves for two years.

Meeting Organization: All team meetings will have a set agenda distributed in advance. The agenda will include estimated time for discussion of all topics. Team members will be expected to send a short summary of agenda items they wish to discuss relating to library operations to the team chair.

Meeting Schedule: The Circulation Team meets every two months on the 2nd Friday of the month at 8:00 a.m. except for meetings that fall on June or July, then it is held on the 2nd Thursday of the month.

- Tentative 2017-2018 Meeting Dates & Locations:
  - July 13, 2017 – Metro Campus – Scribe - Travis
  - September 15, 2017 – Northeast Campus –Scribe - Natalie
  - November 10, 2017 – Metro Campus – Scribe - Josh
  - January 12, 2018 – Northeast Campus – Scribe - Sarah
  - March 9, 2018 – Metro Campus – Scribe - Travis
  - May 11, 2018 – Northeast Campus – Scribe - Natalie
  - July 12, 2018 (Thursday) – Metro Campus – Scribe Josh
  - September 14, 2018 – Northeast Campus – Scribe Sarah
  - November 9, 2018 – Metro Campus – Scribe Travis

Team Roles: Each Circulation team member serves and is assigned a specific role. These responsibilities designate this person as the overseer and thought leader, BUT NOT, exclusive conductor, of these activities and areas. All members collaborate together on library operations to achieve the team’s purpose.

- Team Chair (Melanie Brennan) – Serves as leader of the team and oversees all team functions and deadlines. Sets meeting agendas, communicates with all team members about ideas and assignments, looks for opportunities to improve the library services and operations as well as promote the library. Serves as facilitator (sets dates, pulls together teams, sends reminders of upcoming meeting and agendas and ensures all locations are coordinated and outcomes are set.) Responsible for gathering and reporting yearly statistics for the Library Annual Report.

- Team Past Chair and Reports Expert (Josh Barnes) – Supports the team chair and reports and shares information pertaining to the WMS Analytics reports and assists collecting stats for the yearly Annual report.
• **WMS Community Facilitator (Natalie Manke)** – Responsible for reporting as the WMS Community Facilitator. Reporting on new features, enhancements and bug fixes.

• **Libguide and Procedures Manager (Sarah Wagner)** – Responsible for reviewing and making recommended updates to the Circulation WMS training libguide and training procedures. Report on upcoming marketing events that will involve the circulation team to help facilitate the event.

• **Central Contact for Better World Books (Travis Budd)** – Responsible for being our central contact person for Better World Books. Ordering boxes, fielding questions and sharing guidelines. Travis is the liaison to Bob Holzmann the library systems manager.

  o **Library Representative (Everyone)** – Each team member is responsible for the following at their campus.
    ▪ Send meeting minutes to your campus team after each meeting for review and uploading to the KM guide under the Circulation platform.
    ▪ Supporting key events at your campus location (i.e. Blind Book Date, Banned Books Week, Book Swap, etc.)
    ▪ Sharing ideas and communication between other Circulation team members.
    ▪ Promotion of library services for your campus.

**Annual Timeline**: This timeline is a guideline for gathering statistics and supporting library events taking place throughout the year.

**January**

- January 1st begin Spring Semester stats

**February**

- Blind Book Date

**March**

-  

**April**

- National Library Week

**May**

- Coffee and Canines in the Library for Finals Week
- Yearly review of Libguide and procedures
- May 31st End of Spring stats

**June**

- Collect year end stats for the Annual report
- June 1st begin Summer stats
- Summer Book Giveaway
July
  - July 31st end of Summer Stats

August
  - Fall Semester
  - August 1st begin Fall semester stats

September
  - Banned Books Week

October

November

December
  - Coffee and Canines in the Library for Finals Week
  - December 31st end of Fall semester stats