Circulation Leaders Team Meeting Notes
September 15, 2017
NE Library Think Tank

Attending: Josh Barnes, Melanie Brennan, Travis Budd, Bob Holzmann, Melissa Kash, Natalie Manke, Sara Wagner
Notes: Natalie Manke

1. Courier
   a. It has been determined that we can still safely say that books in transit between campuses still arrive within 1 to 2 days.
   b. The courier’s route appears to be Central > Southeast > Northeast > West > Metro.
   c. When monitoring the Items in Transit report, it was decided not start searching for an item until it is four or more days still in transit.

2. LibCal Spaces Module
   a. This will eventually replace LibCal Room Bookings.
   b. One advantage is that it is not necessary to set up availability for rooms every semester, as availability is tied to each branches hours.
   c. The group decided to launch the new module for use in Spring 2017.
   d. Preparations/training for launch will begin now.

3. Study Room PCs
   a. At this point, Metro is the only campus with PCs in each study room.
   b. Melissa suggested that each campus check with their respective IT departments to see if they have any “extra” machines that could be used for study rooms.

4. Reserve Items
   a. The proper procedure for putting an item on Reserve that belongs to another campus is:
      i. Change the holdings location of the item to the campus at which it is being temporarily housed.
      ii. Put a Staff note on the item indicating when it needs to be returned to its original campus.

5. Video Stickers
   a. “7-Day Checkout” stickers were distributed to each campus to be put on any circulating videos (i.e. videos that check out to students for a period of 7 days) already cataloged.
   b. Moving forward, Tech Services will apply the stickers to any new circulating videos.
   c. Each campus will keep some stickers on hand in case stickers need to be replaced.

6. Video Locations
   a. Circulating videos are not being cataloged consistently between the campuses.
   b. West and Northeast have circulating videos cataloged with a location of “Videos,” which is used at Southeast and Metro to indicate videos that are kept behind the desk and that check out to students for a period of 4 hours and to faculty for a period of 7 days.
   c. West will change the location of all of their videos from “Videos” to “Videos – Circulating.”
   d. Northeast will change the location of some of their videos to “Videos – Circulating,” and keep the rest behind the desk.
e. Bob will make sure that West and Northeast both have locations of “Videos – Circulating,” and that all CTLs have proper permissions to change holdings locations in WMS.

7. Overdue Hotspot Guidelines
   a. The group decided that a student’s first hotspot overdue fine will be waived as a courtesy, the student will be informed of this fact, and a note will be attached to their profile indicating that a hotspot overdue fine has been waived and no further hotspot fines should be waived.
   b. Regarding data blocking of overdue devices, the group decided that one full day grace period will be given after the device’s due date before Mobile Beacon is contacted to block data to the device.

8. Revision of Materials and Devices Form
   a. The GPS section of the form will be removed.
   b. Specific dollar amounts for costs of items will be removed.
   c. A category will be added for “Campus Specific Miscellaneous Items.”
   d. The Wireless Broadband Device Section will be reworked.
   e. The name of the form will be changed to “Devices and Materials Form.”

9. Information from Bob
   a. If there is a currently enrolled student who is coming up in WMS as expired and their information is not properly updating from Banner, it is possible the student has a problem with information on file with the Enrollment Services, and the student should be directed to speak with them.
   b. Bob can also contact Information Systems to ask about a specific student, however it may be quicker for the student to just talk to Enrollment Services.
   c. There is currently no batch purging of patrons in WMS, however Bob will contact OCLC and see if it is possible to delete individual patron accounts.

Next Meeting
Date: November 10, 2017
Location: Metro Campus Library Think Tank
Notes: Josh Barnes