CTL Meeting Notes

CTL Team members present: Melanie Brennan, Josh Barnes, Travis Budd, Bob Holzmann, Melissa Kash, & Natalie Manke. Amanda Ross (briefly)

Date: 1/11/19
Where: Northeast Campus Think Tank
Time: 8:00 a.m.
Notes: Travis Budd

Agenda Items

- **Is the PDF printing going ok?**
  - Resounding “yes” at all campuses.

- **Does the library have the discretion to restrict a patron who habitually destroys and or loses library materials? Josh will give example.**
  - The answer is yes for reserve items since we have that written in our policies and DAMFs, but the answer is no for circulation items right now. Josh will update. *(Action Item- Josh)*

- **Banner Holds.**
  - Josh asked if we should send in Banner holds uniformly. Natalie said she runs overdue reports, removes unnecessary information the Bursar does not need, leaving the student’s name, TID#, item barcode, and price. We determined that ultimately we did not need to do it uniformly across the board. Josh decided to change his method of sending in holds.
  - Sarah asked if there was a way to clean up item hold notes and Josh said he could look in to it. *(Action Item- Josh)*
  - Banner 9 is up! Josh and Melanie have already used it and said it seems smoother, easier to use and less clunky- not so many login screens.

- **Hotspot update.**
  - Unfortunately we are not receiving money to purchase hotspots at this time. Melissa will try again at a later date.

- **Activity Report: Where to record off-site instruction sessions.**
  - Natalie was asked by Adam to check and see where to record off site library instruction. The other campuses just include those stats along with the in classroom instruction and do not distinguish it. Natalie usually exports it as a spreadsheet and removes any library instruction sessions and then collects stats that way.
- Melanie asked how other campuses categorize what their classroom is being used for. Travis said he would send her a screenshot of Metro’s booking form. *(Action Item- Travis)* Melanie said she would then change Northeast’s booking form to add options for library instruction, workshop, no instruction, computer use, etc. *(Action Item- Melanie)*

  - **Bring any hotspots you have available for Natalie to get info from if you have not done so yet.**
    - Natalie updated and entered in the information she needed from the other campuses.

  - **Open discussion.**
    - **ILL update-** Melanie asked CTLs to make sure staff checks in items from ILL. Amanda Ross briefly joined the meeting to let us know that Tipasa does not “talk to” WMS and has been sending out overdue notices to patrons. Tipasa overdue notice is now turned off.
    - Travis has been working with Spencer in IT to see if the new WiFi has fixed the issues with the TCC Mobile Print System. He has asked that everyone test out the mobile print at each of their home campuses. *(Action Item- ALL)*
    - Josh has created a macro that will do study room statistics quickly. It formats overdue items report and study room stats. It is located in the KM Guide under “Reports & Statistics Organizer”
    - We briefly discussed the new door counters at Northeast, Melissa is looking at them to determine whether to purchase the same for Metro.