

Circulation/ILL Advisory Group

Agenda – March 13, 2020

CCS Office, 9:30 a.m.

1. Circulation and ILL Online Training Kit (30 mins)

- a. CCS is in the early stages of developing online training kits as on-demand training tools for libraries.
- b. What circulation and interlibrary loan topics would be most helpful? Are there any topics that are desired to supplement training provided by managers when onboarding new staff?
- c. What delivery method do staff find effective? (eg- videos, PDFs, other formats)

ACTION: Discussion only.

2. Circulation Procedures Manual Draft (30 mins)

- a. Review and discuss sections 6 and 7 of the Circulation Procedures Manual Draft. This section includes Holds and Notices.

ACTION: Review section draft and make recommendations for verbiage, clarity, workflow adjustments, and/or any additions. If making recommendations for workflow adjustments, take to Circulation Technical Group for approval.

3. EXEMPT Patron Code Usage (30 mins)

- a. Libraries have access to an EXEMPT patron code for users who may be exempt from fines or have higher checkout limits, such as staff personal use cards. Some libraries may have local policies that dictate these cards should only be used locally. In these cases, database checkout limits have been set up to restrict borrowing privileges at other locations. However, this can affect staff who are also residents of the library where they work.
- b. What is the group's recommendation for a best practice related to EXEMPT patron code cards?

ACTION: Discuss and determine best practice for EXEMPT patron code cards.