

Circulation Services Group Meeting of February 2, 2021

Tuesday, Feb 2, 2-3:30pm Zoom

Participants: Jenna Jackson, Blake Lindsey, Craig Alderson, Robert Toyama, Erica Howland, Kristen Van Vliet, Patrick Shannon, Brian Light, Samantha Teremi, Neda Salem, Molly Rose, Paul King, Ellen Dario, Brice Sullivan, Sheehan Grant, Peter Basmarjian, Noel Gundestrup, Marito Solis, Sophie Rainer, Francis Francisco, Michael Golden, Tom Brown, Albert Chung, Jenny Schulke, Peter Soriano, Beth Shippy, Nancy Lewis, Michele Buchman, Augustin Ramirez, Bonita D, Angela Arnold, Rosemary Sallee, Phylcia Mosiah, Ryan Barnette, Shannon Monroe, Paul Lynch, Mark Marrow, Jennifer Osgood, Michael Villarreal, Dori Hsiao, Fedora Gertzman

1. Introductions
2. Announcements
 - a. Peter asked for input regarding course codes for
 - b. Jenna asking for help with regards to replying to patrons
 - i. Some standardized guidance, but don't need to be a form letter.
 - ii. Mark gave general guidelines
 1. Renew items that can be renewed
 2. Have patrons mail items back that can't be renewed, though patrons are required to pay their own postage
 - a. Can't have ILL ship things back from other campuses
 3. Override renewals on things locked in office
 - iii. Kristen says ILL books can't be renewed in oskicat, so refer those patrons to ILL.
 1. cuy@library.berkeley.edu
 - iv. Michele says that patrons can check in and check out items with an Oski Xpress appointment
 - c. Bonita let us know that the Staff Assembly Newsletter went out today
3. Preparing for issues surrounding items due 2/1 (Brian L)
 - a. Claims Returns
 - i. Do we want to use the normal process or try to kick it down the road until we have better access
 1. Some concern about patrons have access to their offices
 2. Billing is still turned on, so we need to recognize that we are on the clock
 3. Discussion about pushing out due dates
 - ii. AHC is trying to avoid CR altogether as it triggers billing.
 - iii. Big take aways: MAIN is going to do things as normal, let COMs make choices for their division.
 1. Want to follow up next month
 2. Brice pointed out we really need a set process.
 - a. Brian suggested a CSG sub group

- iv. Related question: what happens when a patron's card expires? Can they be renewed remotely?
 - 1. Privileges has been renewing cards remotely
 - v. Jenna has asked COMs for the best way to contact them regarding CRs in their division
 - b. Replacing lost items
 - i. In Brian's division, he has been working with Nancy, they've been having the patron mail items to MAIN care of Brian. Brian reviews the items, and takes them off the record.
 - 1. Questions around cataloging and physical processing
 - a. For exact copies, making a new item record is fairly simple (per Jenn O),
 - b. Books that are returned with holds, the OskiXpress and Central paging team check the holds against ETAS
 - ii. Jenna: privileges/MAIN has been handling replacements as well
 - iii. Michele: do we want to try to centralize this process?
 - 1. Mark: Access services has too much on their plates to pick this up, so we'll leave it to the
 - iv. Brian: We should draft/revise the replacement copies documentation so that any
4. Current Campus Covid testing regime (Nancy)
 - a. Badges and testing schedule
 - i. Testing sites: RSF, Memorial Stadium, Underhill (drive up)
 - ii. Appointment scheduling: etang.berkeley.edu
 - 1. Less wait earlier in the day
 - b. Monitoring compliance
 - i. Staff: send screenshot to hrd
 - ii. SLEs: send screenshot to stuempl
5. Planning for the future (Blake)
 - a. What information would you like to see in the next few months as we prepare to return to campus?
 - i. Professional development opportunities
 - 1. Wisdom Cafe/ergonomics/
 - b. What are you most interested in with regards to preparing for SILS
 - i. Reach out to Alma campuses to see if anyone would come speak to the group
 - ii. See if we can't get some of their documentation.
 - 1. Peter says that the SILS group is working to create an infohub that centralizes documentation from those libraries.
 - c. Preparing for Handshake and how to go about the hiring process.
6. Open Discussion