

## Circulation Services Group Meeting of June 1, 2021

Tuesday, June 1, 2021; 2-3:30pm [Zoom Link](#)

Participants: Blake Lindsey (EPS), Beth Shippey (EPS), Jenna Jackson (Priv.), Craig Alderson, Michael Golden (LBNL), Rosemary Sallee, Peter Basmarjian, Tom Brown, Neda Salem, Samantha Teremi, Ellen Dario (NRLF), Paul King (IGS), Francis Francisco, Nancy Lewis (Access Services), Brian Light, Kristen Van Vliet (ILL), Fedora Gertzman, Jennifer Osgood, Jenny Schulke, Albert Chung, Sheehan Grant

1. Introductions
2. Announcements
3. Claims returned process update (Jenna)
  - a. Starting 6/1, we can no longer edit bib or item records
    - i. No claims returns or notes can be added in Millennium
  - b. Using the Claims Return doc, broken up by paging location
    - i. Had been using this doc for subject specialty libraries
    - ii. Updated this to include MAIN, and possibly NRLF
  - c. The sheet is the only repository for this information going forward
  - d. Questions:
    - i. What to do with replacements
      1. Check the item in and make a manual note somewhere to note it can't be paged.
      2. Make a note about the replacement; add it to the system with Alma
    - ii.
4. SLE Hiring update (Nancy)
  - a. Handshake
    - i. Set up your account and get it approved.
    - ii. Post job description
    - iii. Can interact with applicants through the online portal, can decline people.
    - iv. Can set up various search criteria
    - v. Questions
      1. Applications not coming through?
        - a. Some people having issues getting the applications form pdfs.
  - b. Rehiring SLEs working at other locations for the pandemic
    - i. Reach out to Raquel with chartstring and friendly name
      1. Needs to be done 3 weeks prior to their start date.
    - ii. Can students see the filters we put, and is there anything we shouldn't do with them?
      1. Follow up with Raquel.
      2. Presumably, HR has precleared these, but we should double check

- iii. Filters can be set to exclude candidates that don't match.
- 5. SILS open forum (Blake)
  - a. Alma Essentials training next week
  - b. Berkeley will not be moving to AFN until August 25
    - i. Our users won't be able to borrow from other UCs, nor can other UCs request our material
    - ii. Not sure if there's an ILL workaround
  - c. How do the systems (library and campus) communicate to each other? How frequent are the updates?
    - i. Patron data comes through a UCPath API. Library IT will manage that work, and will likely update as frequently as they can.
      - 1. We won't be able to update Berkeley people, as they are "external" users
      - 2. Only our community users, who we add manually, will we be able to modify
    - ii. Most non-UC users (Stanford, UT Austin, CSU) will need to be added the same way we used to.
- 6. Open Discussion
  - a.