

# Circulation Services Group Meeting of September 13, 2022

2-3:30pm; 303 Doe

Attendees: Gabriela Agramont-Justiniano (SSD), Craig Alderson (SOCCR), Angela Arnold (MUSI), Francis Francisco (LHS), Sammantha Garcia (ITSL), Mary Hardy (ILS), Paul King (IGSL), Kali Kushner (LHS), Nancy Lewis (ACCS), Brian Light (SSD), Blake Lindsay (EPS, co-chair), Paul Lynch (NEWS), Jen Osgood (AHD, c-chair), Neda Salem (ESL), Rosemary Sallee (PRES), Beth Shippey (EPS), Peter Soriano (EPS), Kristen Van Vliet (ILS), Michael Villarreal (EPS)

## 1. Introductions

## 2. Announcements

- a. The group welcomed three new hires: Sammantha Garcia (ITSL's circulation manager), Gabriela Agramont-Justiniano (SSD's evening/weekend supervisor), and Kali Kushner (LHS's circulation supervisor).
- b. Brian Light announced that the Social Sciences Division is currently recruiting for a new circulation supervisor.
- c. Angela Arnold announced that the Student Services Group will be meeting in person on October 5.
- d. Peter Soriano let the group know that in order to scan an LBL staff badge, library staff need to add an "@" symbol to the end of their 6-digit badge number. Alma will otherwise throw up an error message. By adding the "@" (for example: 012345@), the patron record will be found. It is important to remind SLEs to do this workaround instead of trying to look up a patron record by name.

## 3. [Fulfillment Working Group document review](#)

- a. [Scan in Items](#)
- b. [Return Items](#)
- c. [Quick Cataloging](#)

## 4. **Configuring your Alma views** (Peter Soriano)

Peter showed the other group members how to customize their Alma views.

Alma gives each user account the ability to configure the fields, columns, and actions that appear on lists, tables, and records. Clicking on the blue cog icon opens up a configuration pane that shows what staff can modify. Once a modification has been made, Alma will remember the changes.

Peter demonstrated a couple examples.

For columns in lists and tables, staff can:

- Sort the rows in the table by clicking the up and/or down arrows in a column heading.

- Select between two column headings to change the width of table columns.
- Select and drag a column heading left or right to change the order of table columns.
- Hide and display columns by selecting the cog and checking/unchecking fields.

For record list views, staff can:

- Configure the fields that appear for each item in the record list
- Change the number of columns
- Drag and drop fields between columns
- Hide a field by clearing the field's check box
- Configure which default actions appear (only two action buttons are viewable at one time; the other actions are hidden in the ... menu)

After you customize Alma, the blue cog icon displays a small green dot in the lower right corner. When you select the icon again, the **Restore list defaults** option appears. Select to restore the fields and actions to their out-of-the-box settings.

## 5. Open discussion