Circulation Services Group Meeting of December 6, 2022

2-3:30; 303 Doe Library

Attendees: Craig Alderson (SOCR), Angela Arnold (MUSI), Ryan Barnette (DMCS), Albert Chung (EAL), Bonita Dyess (EART), Elizabeth Faeborn (DMCS), Francis Francisco (BIOS), Jordan Gerner (IGS), Fedora Gertzman (BANC), Sheehan Grant (AHD), Mary Hardy (ILL), Paul King (IGS), Nancy Lewis (DMCS), BBlake Lindsey (ENGI), Paul Lynch (NEWS), Helena Meier (ILL), Jen Osgood (AHD), Rosemary Sallee (PRES), Beth Shippey (EPS), Peter Soriano (EPS), James Smith (ENVI), Kristen Van Vliet (ILL)

1. **Introductions**
2. **Announcements**
    a. James Smith started at ENVI as the new circulation supervisor.
    b. Jordan Gerner started at IGS as the new Government Information Collection and Circulation Specialist.
    c. The still-unnamed SILS documentation site is in progress. After more testing in the sandbox version, we anticipate the site will go live in January. The site will use a tagging system to find and sort documents. The Fullfillment working group will "own" the fulfillment documents and be responsible for updates and revisions.
3. **Documentation review:** [Viewing and Adding Fines](#)

During the document review, the group questioned how old Millennium fines are now being tracked. Privileges has a spreadsheet that lists every fine from Millennium, though it is cumbersome to view and sort. The items that went to billing in Millennium are still checked out to the patrons, but the fine is no longer associated with a specific item; if a billed item is returned, the fine remains on the patron account. There is no viable solution to search all outstanding fines.

In Alma, if the replacement cost field is blank, a patron may still be assessed the default replacement charge, depending on the item's TOU. If you want a specific amount billed for an item, add the amount to the replacement cost field.

4. **Discussion about discretionary fines and fees:** ["Damage to materials (for example, Post-its, interior markings, stains, etc.): varies"](#)

The group discussed whether fining should be variable or consistent through all locations. As there is no way to add loan notes to books that are not owned by your location on SLE SPA accounts, a student cannot note damage at check-out without a supervisor present. It's possible for staff to add fulfillment notes when an item is paged, but that is cumbersome and labor-intensive.

There was an argument to keep the word "varies" in order to give units latitude on assessing damage, since damage is dependent upon the material and amount.

5. **AFN troubleshooting discussion**

The group shared any issues they were experiencing. Problems included not being able to update an incorrect pick-up location (although staff can update an expiry date through the Active Holdshelf tab) and not being able to scan barcodes (this can be fixed by programming your current scanner or getting a new scanner). Staff were reminded to not notify the user when canceling a hold; the hold will persist and continue on from the UC system to broader ILL, so there's still a chance the hold will be fulfilled.

6. **UCBEARS reserve list overview (Peter)**

Peter presented a newly-revised UCBEARS e-reserve pull list. The running spreadsheet updates with any new items and is filtered by division. The list includes a checkbox column to denote an item has been pulled and a notes column for staff to use. Having one continuous list will be much more manageable than several individual emails with a new list attached to each one. Peter is accepting feedback to improve the spreadsheet for staff use. He also informed the group that we will get an email transitioning from Fall to Spring e-reserves, with two lists attached: one for books that can be reshelved, and one for books that can stay pulled/need to be pulled.

7. **Open Discussion**