

Circulation Services Group Meeting of October 3, 2023

2-3:30 p.m., 303 Doe.

Attendees: Sheehan Grant, Albert Chung, Karen Pfeffer, Jen Osgood, Blake Lindsey, Peter Soriano, Jordan Gerner, Neda Salem, Ellen Dario, Mary Hardy, Rosemary Sallee, Steven Chong, Marito Solis, Beth Shippey, Kali Kushner, Elise Hempen, Michael Villarreal

Announcements

- Introduction of our new co-chairs Sheehan Grant and Albert Chung, and a big thank you to our outgoing co-chairs Blake Lindsey and Jen Osgood.
- Jen publicized the next Hands On: An Evening with Artists' Books event at the Environmental Design Library. The 26th event in the series will be on Friday, October 27th, from 4 to 6 p.m.
- Peter Soriano gave a brief update on the Physics-Astronomy Library. The print collection has been fully moved into Moffitt and is pageable again. The collection is, however, not browsable to the public, and there are discussions on how to update the location name in the UCLS to make this clear. The physical space is likely to be used by the Physics Department in the future.
- Mary Hardy informed the group that the AFN Pick-Up Form is being discontinued. After numerous conversations with circulation staff, the form presented with too many challenges. RSD is pivoting to frequent/daily visits to libraries across campus to deliver and page items. The procedure will be updated with this new information. While a heads-up about a large number of items for paging is appreciated, it will not be part of the official documentation.
- Marito Solis reminded the group that Moffitt Library will close for renovations at the end of the 2024 Spring Semester.
- Rosemary Sallee gave a brief Bindery overview. This year, we are continuing the first-come, first served budget approach, as opposed to the old system of allocation per library. She encouraged us to use the budget early, since the earlier we send the bulk of our materials to the bindery, the better they can manage their workflows; but if we foresee a large binding project later in the year, please let them know. She also announced the bindery can do rush binds again!

Doing CSG Minutes (Jen Osgood)

Jen went over the basics of taking minutes with the group. She gave the general history of taking minutes for CSG and offered some best practices and guidelines. A longer [document](#) will be shared later. Sheehan and Albert will solicit volunteers to create a roster for future minute-takers.

Get to know each other better

Icebreakers and time for conversation with group members.

CSG charge & expectations

Albert reviewed the charge with the group, to both reset expectations and remind us of our purpose in the larger library context. CSG will see a few changes as well: two meetings a semester, a rotating location, tours to other libraries. Members are strongly encouraged to continue participating; the chairs would like to hear of any issues staff are having, in order to represent our thoughts and concerns to ASAG/PSC.

Library Acronyms and Vocabulary Document

Sheehan and Albert created a [shared spreadsheet](#) with common UC Berkeley Library acronyms and vocabulary, that may prove to be a roadblock to new members. Everyone is welcome to add new terms or define ones currently on the list. This is intended to be a resource for all library staff.

Reports and updates from other groups and councils

- From PSC: Current binding practices and preservation highlights. MAIN is moving to the same approach as the SSLs, of sending bindable units as soon as all issues are available. Patrons may see empty pam boxes in the Heyns Reading Room.
- The library hosted trainings on communicating and collaborating in a hybrid work environment; guidelines can be found [here](#).
- Library closure updates (Anthropology, Engineering, and Physics)
- The Fulfillment/Resource Sharing Working Group is finalizing documentation on how to handle damaged items.
- The [SILS Documentation site](#) is live
- [Best practices to help someone being stalked](#) (by Elizabeth Faeborn)