

Circulation Services Group Meeting of December 5, 2023

2-3:30; C.V. Starr East Asian Library Art History Seminar Room (aka "EAST seminar room")

Attendees: Albert Chung (co-chair), Sheehan Grant (co-chair), Angela Arnold (MUSI), Beth Shippey (Sci Div), Blake Lindsey (Sci Div), Brian Light (SSD), Caleb Tozzi (BIOS), Craig Alderson (SOCR), Ellen Dario (NRLF), Fred Webre (ITS), Jen Osgood (AHD), Jordan Gerner (IGS), Jose Hernandez (Sci Div), Kali Wenrich (LHS), Karen Pfeffer (EART), Marito Solis (Access Services), Mary Hardy (RSD), Neda Salem (ESL), Paul King (IGS), Pearl Shen (AH-C/MUSI), Peter Soriano (Sci Div), Rosemary Sallee (Preservation), Scott Peterson (AHD), Steven Chong (LIT)

1. Announcements

- a. Reminder to utilize the: [CSG Vocab](#) document & [CSG Ask Anything](#) form
- b. Welcome to our new staff members in attendance
 - Fred Webre – Institute of Transportation Studies Library, Circulation Supervisor
 - Serina Huang – Sciences Division, Evening/Weekend Circulation Supervisor, based out of ENVI
 - Caleb Tozzi – Sciences Division, Evenings/Weekends, based out of BIOS

2. The Library as an organization (Albert Chung)

- a. Information about our organizational structure is available on the [Library Staff Web](#), accessible through a persistent link on the footer of the Library website. Relevant resources demoed include the [Organization charts \(PDF\)](#) & [Staff Directory](#) (where you can look up more info about people on the org charts).
 - Albert presented, noting the variation in the use of terms such as "department," "division," and "unit" across different areas, with an emphasis on the Cabinet being the highest authority in the organizational structure.
 - Explained the classification of Affiliate Libraries, distinct from The University Library system. Affiliate Libraries share discoverability tools (Alma & UC Library Search), yet maintaining independent funding, privileges, and/or decision-making autonomy.
 - Examples of Affiliated Libraries include: Governmental Studies, Transportation Studies, Ethnic Studies, ENVI Archives, LAW Library (Note: LAW Library items are not discoverable in Alma/Primo), LBNL, and BAMPFA
- b. Discussion on the NRLF Selection Process
 - Described the management of both RLFs (Regional Library Facilities) by the Shared Library Facilities Board, with NRLF allocations determined

annually by the AUL for Scholarly Resources (Jo Anne Newyear Ramirez).

- Outlined the process where Chief Operations Managers (COMs) discuss with selectors the quantity and selection of items to be sent; each item's cost (\$6.20 per 'work unit') and the financial implications of rejected items were pointed out.
- A recommendation was made to organize tours of Phase 4 (the most recent addition at NRLF), featuring a 'Harvard-style' shelving system, which is organized by tray rather than item barcode or call number.

c. [Councils, Committees, & Groups](#)

- Summaries of the role and impact of these groups in facilitating interdivisional work were shared.
 - Councils are focused groups, typically centered around specific subjects or functions. They are usually led by an Associate University Librarian (AUL) or a decision-making head. Their primary responsibility is to formulate policies, and they possess legislative authority within a limited scope.
 - Committees are established to oversee permanent projects or to achieve long-term goals. They function as dedicated teams working on ongoing initiatives or objectives within the organization.
 - Groups offer a more inclusive and broader platform, often encompassing a wider range of participants. While not all groups may be listed on the website, they hold the power to refer or suggest ideas and proposals, acting as advisory or consultative bodies within the organization.

d. Staff Representation and Salaries

- Discussion was had around the fluctuation of represented/ non-represented CSG participants (percentage of each is not reported anywhere).
- Information shared on public availability of salaries and its utility in potential HR negotiations and career development. See: [Compensation at the University of California](#) [note: job titles at the UC level in the payroll system are different from titles used internally].

3. Get to know each other better

- a. Attendees divided into break-out groups.

4. [SILS documentation site](#) (Sheehan Grant)

- a. Sheehan gave an introduction to the newly launched SILS (Systemwide Integrated Library System) documentation site, emphasizing its significance as a dynamic resource tailored to our workflows.
- b. Site Features and Functionality
- Highlighted the links to ExLibris documentation, noting that these might vary from our specific usage as Cal has not adopted all available options.

- Emphasized the systematic organization of documents within documentation groups, arranged in alphabetical order.
 - Demonstrated the advanced search function, which becomes available after a general search, allowing for more precise and targeted queries.
 - Described the tagging system implemented for document categorization, facilitating improved navigation and efficient document retrieval.
 - Special focus was given to the [Onboarding New Staff](#) section, a recent addition that aggregates information for new employees.
 - c. Customization and Updating Procedures
 - Stressed the importance of keeping SILS documentation current, advising a move away from outdated bookmarks and procedures.
 - Recommended against editing existing Google documents, suggesting the addition of a “DO NOT EDIT THIS DOCUMENT” note to files once incorporated into the SILS site.
 - d. Navigational Tips
 - Encouraged exploration of sections beyond one's direct work area, to foster a broader understanding in our matrixed environment.
 - Showcased navigation through the [UC Library Search Staff FAQ](#), highlighting its utility for finding practical solutions and common queries.
 - Explained the process for submitting feedback or suggestions, either directly through the [Feedback Form](#) (preferred) or via CSG co-chairs. The form's new feature for identifying gaps or requesting additional information was pointed out.
 - e. Training and Accessibility
 - Addressed the challenges of creating training materials, acknowledging that while the slideshows utilized on the [ALMA Fulfillment Training site](#) were user-friendly, SILS site documentation doesn't utilize screenshots due to Alma's customizable nature and its quarterly feature releases.
 - Explained the importance of maintaining simplicity in the SILS site platform itself, to facilitate contributions from multiple staff members.
- 5. Alma Letters ("hold slips")**
- a. Topic postponed due to time constraints
- 6. “Brag about yourself”**
- a. Pearl Shan (Arts & Humanities Division) shared employment background and hobbies
 - b. Plug was made for “tuna” email list (tuna@lists.berkeley.edu), which can be used for discussions on Library or non-Library related topics, and is open to those who choose to subscribe
- 7. Closing statements**
- a. Information on Alma Letters is forthcoming
 - b. Next meeting is scheduled for February 6th, with an open call for questions/topics