Meeting Minutes

October 8, 2014

Members Present
Patrick Fulton, Chair
Monica Bafetti, Leila Gibradze, Erica Heasley, Mackenzie Lightfoot, Jon Lutz, Sara Nodine, Robyn Rosasco, Dan Schoonover, Mike Siriwardena

Members Absent
Katie Crandall, Pam Doffek, Jane Driber, Laura Gayle Green, Katrina Miller, Jillyann Sanchez, James Waters

Meeting began at 1:05 p.m.

Campus Library Cross-training/staffing
- Campus cross-training/cross-staffing has been placed on indefinite hold due to lack of staffing at this juncture.

Annual ARL Statistics
- What are each library’s methods for capturing statistical content for reference transactions?
  - Some libraries use electronic forms stored in SharePoint or on the library’s intranet/shared drives.
  - Medical considered using Google forms in order to track and manage reference transactions/research consultations
  - Many libraries use a one-stop stats sheet where, once a transaction begins, library staff have the patron fill out a form ad sign in
  - There might be a need to survey for quality of information for reference statistics that involves tracking library staff follow-up with users
  - LibGuides are tracking number of users who use reference guides
  - Monica to forward Excel sheet of reference and research transactions to Music and Medical libraries. This spreadsheet tracks transactions that occur face-to-face, via phone, online, etc.
  - ARROW reports provide useful information by IP address, hourly circulation numbers, as well as what patron statuses check out certain items. You can search ARROW for loans by IP address for number of loans; another report by sub-library also exists in ARROW.
  - Dirac Science Library conducts a head count every hour every day in addition to card-swipe figures. This data provides information on space usage (e.g., where users are located in the library’s physical space, what users are doing in the library, etc.).
  - Strozier Library conducts head counts for statistical project (e.g., before and after renovation, evaluate if higher headcount times correlate to higher reference times)
  - For more information, committee members should talk to one of the assessment librarians (e.g., Kirsten Kinsley)

Reports/Updates/Problems
- Are there any other problems, questions, updates from each library?
  - For hold items and UBorrow items – is a list of such items that have not been picked up/checked out by patrons and expired automatically printed out, or is this list manually generated?
  - UBorrow Items: Located in the Hold Shelf Report in Aleph. Collections Access in Strozier prints this report every day, compares the list to the items on the hold shelves, and pull expired items for that day.
  - UBorrow items that are pulled are the Items due that day.
  - Recall notices: Campus libraries occasionally receive these notices via email. They mean that books that have been placed on hold and transported to the campus library for pickup are in transit; once they arrive at the pickup location, they need to be discharged
    - Is there any way to prevent these notices from being delivered?
    - Not at the moment
  - Items lost in transit: Currently, items in transit have a loan period of 7 days. How long should a library contact the last known location if the item is suspected to have been lost in transit?
- Contact the last known location as soon as possible. Look in the item history in Aleph to see who touched the book last.
  - Next Gen ILS: FSU Libraries is replacing Aleph by next summer. Hope to sign contract by Summer 2015. The Next Gen ILS task force has developed a “wish list” of items for the new ILS and has identified two companies that should fill our consortium needs. Dan Schoonover can send out the “wish list” to the committee. Committee members should analyze the document within the context of our libraries’ needs/functions, think about what we would need and/or want for a new ILS, and provide the task force with feedback and notes. The task force wants one representative from each library to forward all collective suggestions/comments to Jean Phillips. The task force needs feedback soon; Dan will get a date from Jean.
    - FLVC is using Orbis Cascade as an example or model for the “wish list” document.
    - From the ILS products that were considered earlier in the year, two (2) have the maturity/possibilities for what we want to do.
    - Deadline for feedback: Friday, October 17, 2014
  - Distance Learners: Is there currently a way for distance learners to request materials within the catalog?
    - No, distance learners don’t have a unique FSU patron status.
    - Right now, we are close to having faculty members (who have a unique patron status) being able to log in to library account and request items for delivery.
    - Should consider contacting the Office of Distance in order to pinpoint a unique identifier for distance learners.
    - A distance learner’s location code could be possibly used as unique identifier to designate them as distance learners. A user’s location code could trump patron status.
    - Another option could be to designate distance learners patron types in Aleph; this way, they can be manually entered into the system (globally recognized among all campus libraries).

Meeting adjourned at 1:49 PM
Next meeting will be held on Wednesday, November 5 at 1 p.m. in the College of Law Research Center.