Florida State University
Campus Circulation Committee

Patrick Fulton, Chair (Music Library)
Jillyann Sanchez, Vice Chair (Strozier Library)
Robyn Rosasco, Secretary (Maguire Medical Library)

April 29, 2015
1 p.m. – 2 p.m.

Meeting Minutes

Members Present
Patrick Fulton, Chair
Erica Heasley, Mackenzie Lightfoot, Amy Lipford, Jon Lutz, Stacey Mantooth, Sara Nodine, Robyn Rosasco, Jillyann Sanchez, Dan Schoonover

Members Absent
Monica Bafetti, Rachel Besara, Katie Crandall, Cassandra Hull, Pam Doffek, Jane Driber, Leila Gibradze, Laura Gayle Green, Calvin Holloway, Katrina Miller, Robert Saxon, Mike Siriwardena, James Waters

Meeting began at 1:06 p.m.

New ILS

- **Fulton, Patrick:** Innovative System. Jean Philipps is going to make rounds throughout the campus libraries to discuss the status of Next Gen ILS and Innovative Systems. Currently, we are waiting for funding from the legislature to be approved. There is a potential that the new ILS may not be funded.
- **Fulton:** The new ILS will have a 2-year implementation cycle. The platform will be Sierra Systems, which is currently client-based but will be converted to web-based in the year.
- **Schoonover, Dan:** We need to make sure we have one representative for circulation, training needs, etc., during the new ILS implementation process.
- **Fulton:** Do we have questions or concerns we need to pose to Jean as of now?
  - Music Library presented their questions and concerns to Jean at their meeting
  - Need to streamline circulation processes and workflow
  - Will the Notes fields carry over to the new system? There is a concern that circ and cataloging notes will be lost in the transition like the last time our libraries changed ILS
  - In the last transition, circ staff trained other staff who were involved in the transition.
  - New ILS reporting tools are excellent. Circulation looked sleek.

Updates to LEDS

- **Schoonover:** Those eligible for LEDS include faculty, postdocs, staff members, and all graduate assistants with appointments (GA, RA, TA). Undergrad could have access to LEDS if they have a staff appointment. Users are granted access to LEDS by whatever their Aleph patron status is. If a user registers by phone, library staff will verify their status with their department. Users also will register online.
- **Schoonover:** In the future, we would like to create a system in which every patron could request an Aleph, including undergrads. Undergrads would collect their items from a hold shelf, and other eligible users would have their items delivered to their office or college library
- **Fulton:** We should change the wording for automatic emails for delivered items, particularly UBorrow. New wording should change the delivery time from 3 PM to 4 PM. Other proposals include “the item will be available 24 hours form this email,” or that library staff manually delay automatic emails.
- **Nodine, Sara:** UBorrow courtesy notices are not sending even though Aleph says the emails are sent. Says in aleph is sent.
- **Schoonover:** Send specific example to the FLVC Help Desk. They can double-check the Aleph tables.

Proxy Borrowers

- **Siriwardena, Mike:** Proxy borrowers are renewed each semester. Authorized proxy borrowers (usually research or teaching assistants) are indicated as such in the global patron note in the faculty member’s patron record in Aleph.
Meeting adjourned at 1:49 PM.
Next meeting will be held on Wednesday, May 20 at 1 PM at the Scholars Commons (Strozier Library).