Meeting Minutes

Members Present: Dan Schoonover, Robyn Rosasco, Laura Gayle Green, Sara Nodine, Jillyann Sanchez, John Mackenzie Lightfoot, Erica Heasley, Leila Gibradze, Mike Siriwardena

Meeting began at 1:00 PM at the Scholars Commons

Announcements

- Committee Updates: New committee members were elected.
  - Committee Chair: Mackenzie Lightfoot (Temporary Chair, Jillyann Sanchez stepped down)
  - Vice Chair: Robyn Rosasco (Maguire Library)
  - Secretary: Erica Heasley (Maguire Library)

- Maguire Library: Interlibrary Loan Policy Update from Heasley and Rosasco
  - The library will fill requests from users outside the College of Medicine.
  - If there’s an issue obtaining an item, or, the request is related to collection development, both Velma Smith and the Library Liaison will be contacted.

- ILLiad Web Circulation (Dan Schoonover)
  - This is a web-based circulation module to help track and manage ILLs that interfaces with ALEPH.
  - Some features:
    - Due dates/courtesy notices through ILLiad.
    - It will provide better tracking of an item.
    - Billing: Patron will receive invoice via the Business Office.
    - Does not include UBorrows.
  - Testing will begin after July 4 in Scholar’s Commons and all will be welcome to come over and try it out.
  - In the meantime, Dan will send the link to the module for everyone to view.

- ILL/UBorrow notifications:
The group discussed the issues related to ILL and UBorrow deliveries and the email notifications sent before the items are delivered to users. Since most of the issues involve UBorrow deliveries, the following ideas were shared on how to revise the email notification:

- Change the notification email to 24 hours or next business day.
- Change the subject line to indicate the book is in process

Decision: the majority voted to switch wording of the notification email for users for UBorrows to “next business day.”

- FLVC Survey
  - Schoonover requested feedback on what information we need the most on the UBorrow/Aleph ILL bookstrap or label for processing. Some ideas shared:
    - ILL barcode/number is very important.
    - Many colleges are not using the correct bookstraps
      - A best practices guide is being developed to guide colleges on proper procedures for library delivery.
  - Sublibrary
    - Media items:
      - What loan period would your library most support for media items?
  - Feedback needs to be sent to Dan by morning of July 1.

- Action items for the next meeting:
  - Clarify voting members for the next meeting.
  - Review bylaws
  - Meeting dates: will go with tentative meeting dates based on agenda items.
    - Next date: July 29 at 1 PM at Music.

Meeting Adjourned at 2:00 PM.