Florida State University  
Campus Circulation Committee  

Mackenzie Lightfoot, Chair (Scholars Commons)  
Robyn Rosasco, Vice-Chair (Medicine)  
Erica Heasley, Secretary (Medicine)  

Date: February 17, 2016  

Meeting Minutes  

Members Present: Monica Bafetti, Erica Heasley, Mackenzie Lightfoot, Allijah Motika, Robyn Rosasco, James Waters  
Special Guests: Buck Rogers and Velma Smith  

Meeting began at 1:00 PM at the Allen Music Library.  

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<tr>
<th>Topics</th>
<th>Discussion Points</th>
<th>Actions</th>
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| Meeting Minutes                             | • Are posted on the LibGuide: [http://guides.lib.fsu.edu/circ](http://guides.lib.fsu.edu/circ)  
• All minutes are up-to-date.               |                                                                         |
| ILL Renewals policy and procedure (Buck Rogers) | • The ILL renewals policy depends on the lending library.  
• Renewals are requested from the user’s ILLIAD account.  
• If the lending library does not provide a renewal option for the item, users will not see the option in their ILLIAD accounts.  
• If the renewal option is available, there will be a box to check next to the item.  
• Once a renewal request is submitted, the notice goes to the lending library and they have to approve it.  
• The processing time from renewal request to approval by lending library is |                                                                         |
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<tr>
<th>New ILS launch.</th>
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<td>• New ILS system launching in June of 2017: Sierra.</td>
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<td>• Training to be offered up to that date</td>
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<td>• Rooms will be reserved in Strozier for training.</td>
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<td>• Will UBorrow be fully integrated into the new ILS? We can ask Dan Schoonover who has information on that.</td>
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<td>• How will UBorrow work with the new ILS? (Dan Schoonover)</td>
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<th>Faculty ID Authorization periods. – Allijah</th>
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<td>• The Music Library had a user whose proxy information was his form on file in the Music Library.</td>
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<td>• Faculty can select students or staff to be their proxy and check borrow items on their behalf.</td>
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<td>• Library proxies for faculty are usually per Semester, but can be extended by Faculty Request.</td>
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<td>• Each library has its own form and any notes are entered into the universal Aleph note field.</td>
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<td>• To update the workflow, Mackenzie will work with Jania Knight to include adding the start and end dates for each proxy request into the notes field in Aleph.</td>
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<td>• Library staff are not checking and clearing out notes at the end of each semester; Mackenzie will look into this to see when and how notes are being cleared.</td>
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<td>• Mackenzie will update the notes field to include start and end dates with Jania Knight.</td>
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<td>• He will update us on this process next time.</td>
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| **Eric Love** | • Eric Love is the new General Collections Coordinator who is replacing Mike Siriwardena.  
• He will be joining the group next time.  
• He’s also the supervisor for collections access. |
| **Book Donations and Textbooks** | • There are book donation boxes at different locations on campus.  
• Donated books are sent to book consignment companies.  
• Dirac Library also accepts donated textbooks for their Reserve collection since they don’t purchase new textbooks.  
• Since textbook editions change constantly, the cost of providing textbooks for every class, every semester would not be feasible for the Dirac Library  
• The Student Government Association (SGA) sometimes provides money to buy textbooks.  
• Popular literature collection selection relies on a committee. |
| **Next Meeting** | • The tentative date will be March 16 at the Medical Library.  
• Erica will check on availability and get back to the group.  
• Checking room availability in the College of Medicine for March 16 (Erica Heasley) |
| **ILL Follow Up (Velma)** | • If we have questions about ILL, contact Buck Rogers first since he has the first-hand experience.  
• Feedback from staff is critical and the ILL staff would prefer to receive it before they have to hear it from the patrons.  
• Email Lib-Borrowing and everyone in the office will receive it.  
• For urgent situations, refer users to LibChat. Lib Chat is managed by the Lib Delivery group.  
• Velma is going to send the request to us for someone in the College of Business.  
• Velma is not available for most Wednesdays since she’s attending a business class for staff. If |
| **WebCirc—How’s It Working?** | • Working well for staff overall.  
  • Mackenzie has found few issues with it; he can count them on one hand.  
  • The medical library doesn’t use it on a daily basis; they use it mostly to process returns.  
  • Let Buck Rogers know if there are any issues; he’s the point person for it and learned how to use it from the very beginning. |
|-------------------------------|--------------------------------------------------------------------------------------------------|
| **Ingenta Database ILL Request (Velma)** | • Velma is trying to find an article for someone in the College of Business in the Ingenta Database.  
  • The Maguire Library has one of the two access points at FSU.  
  • She will send the medical library a request to see if we can access this article. |
| **Lending Form Issue (Alijah—Allen Library)** | • The Allen Library received a paper request for a dissertation from Indiana University Library but the item was checked out. (One copy is in Remote Storage according to the FSU library catalog.)  
  • The item is non-circulating.  
  • It was probably sent because they could not see availability in WorldCat and wanted the Allen Library to put out a recall notice.  
  • Alijah will contact the lending library to clarify why they sent the form and ask if they wanted the item recalled. |

Meeting Adjourned at 2:00 PM. Next meeting will be held at the College of Medicine on March 16, 2016.