Access Services Department Meeting 2019-10-30

Date
30 Oct 2019

Attendees
- Kabel Nathan Stanwicks
- Angela Persico
- Candice Church
- Lynn DeBlase
- Raymond Perez
- Unknown User (ip652199)
- Jeff Goldstein
- Ellen Abbott
- Aaron Cohen
- Unknown User (ki957296)
- Unknown User (lmaier)
- Steven Hunter
- Unknown User (cm342117)
- Matthew Dorry

Goals
- Discuss workflow changes for ILL and student time sheets.

Discussion items

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<tr>
<th>Time</th>
<th>Item</th>
<th>Who</th>
<th>Notes</th>
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| 10 min| Department Housekeeping | Kabel Nathan Stanwicks | - Staffing Updates: Assistant Head position is closed 10/29; Library Clerk 2 (replacement for Christina) went to the Provost's office for approval on 10/25, will go to WPC for November review if approved by the Provost's office.  
- Internal control: performed an audit last March. Staff from that office will be coming through without appointments to check on operation.  
- Duo two-step authentication: ITS sent out an email about the DUO two-step authentication; enrollment messages went out Tuesday. Please complete the enrollment process immediately if you haven't already done so. If anyone does not feel comfortable using their personal mobile device for this, please see me. ITS has some DUO hardware tokens.  
- November Holidays: Thanks to everyone for submitting leave requests for November holidays. We'll have that finished by the end of the week.  
- Extended Hours OT: We will work on OT shifts for extended hours at our next department meeting. Shift information will go out ahead of time, please review, discuss among yourselves, and be prepared to work through shift assignments when we meet next.  
- Skillsoft Training: thanks to everyone who has been working on Skillsoft trainings. If you still have trainings to complete, please work with your supervisor to identify times to complete them. Science Library time is a good opportunity to focus on completing these.  
- Laptop Forms: please make sure that laptop forms are completed at time of return.  
- Inventory second pass: there is a copy at the supervisor desk, take a look, and share changes  
- K Call Number section in ULIB: this section needs shelf-reading & adjustments; the section has a number of complicated call numbers, so staff will be involved in this. |
| 20 min| ILL workflows    | Angela Persico   | - Alma workflows  
  - Angela created new workflow for ILLiad borrowing (Angela passed around copies of workflow and will email)  
  - Email notifications changed: not going out via ILLiad, going out through Alma now, Items need to be checked in at hold location to send notify.  
  - Bookstraps: we are looking into using vinyl bookstraps for ILL materials. If we go with bookstraps, a smaller cards will print out to file in the bookstrap window; patron name will not display at the top, so we will have Alma print hold slips for these items. We are looking into this because it is difficult to check in items now when the ILLiad cards are not returned with items. We will need to work through strangely-sized items.  
  - in-library use items  
    - when checkin in Alma, these items transfer to the Resource Sharing Library.  
    - items stay in the transfer status, but can still be checked out to patron.  
    - cards for in-library use items modified: there is now a box patrons can check when items are no longer needed.  
    - ask patrons if they're finished using items upon return  
    - if this box isn't checked and an item ends up on the return truck, put the item back on the hold shelf. It's better to have items sit on the hold shelf until the due date than to return and re-request an item for a patron. |
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<th>Time</th>
<th>Task</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>20 min</td>
<td>Charlene, Jeff, Matt, Candie, and Katlyn have been working through the new student time sheet process</td>
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<td>Matt is going to be the primary time sheet approver; Candie and Katlyn will serve as backups</td>
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<td>CWS timesheets will be printed on grey paper so that we can easily use color coding on the sheets.</td>
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<td>Please check the date/time that students are entering on their paper time sheets, check the clock to verify, and initial the time sheet. This is the primary record we refer to for processing time sheets.</td>
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<td>Starting November 14, student employees will enter their shift start/end times in their online time sheet at the end of their shifts. After signing them out on the paper time sheet, remind them to complete their online entry.</td>
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<td>When students submit their electronic time sheets, they need to move their paper time sheet to the completed time sheet bin.</td>
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### Action items

- [x] Send out Extended Hours OT shift information for next meeting Kabel Nathan Stanwicks 01 Nov 2019
- [x] Complete Skillsoft training 15 Nov 2019
- [x] Email ILL workflow docs Angela Persico 01 Nov 2019