

Public Services Team Meeting

October 8, 2020

Present: Marilyn Dueno, Mechele Romanchock, Natalie Skwarek, David Snyder

- Firm up the routine for keeping the pick-up cart current. Marilyn for Scholes and Dave and Natalie together for Herrick. Feel free to discuss the timings below as it might be good to use the same periods for both libraries.
 - Determine a regular shift day/time to check the cart for old items.
 - Determine how long to let the item sit before emailing the patron directly (a few days? 1 week?)
 - If a direct email is sent write on the pick-up slip: emailed on ##/##/20
 - Confirm on their record when Alma generated the pickup notice. In the email include how long the item will be held for. Also, mention what the date the notice was sent and asked if they received it, indicating that sometimes these messages go to the junk folder.
- Natalie will be the contact person for Herrick displays, Marilyn for Scholes. Mechele will confirm everyone has access to the displays outlook calendar and inform library staff of the details.
- Confirm policy and process for use of study rooms-Dave for Herrick, Marilyn for Scholes. Include student workers and anyone who covers at the front desk.
- Dave and Natalie will take another look at items in Seminar room, then alert Mechele when it's her turn.
- Alma interface rollout videos, delayed one week.
- Think about extended hours for finals. Saturdays? Other ideas? Feel free to ask students for input.
- Mechele is working on a decision tree for tech and Alma questions and schedule of staff.
- Natalie and Dave will discuss ideas and projects from the August brainstorm list.
- Marilyn will revisit plans to have students shelf read. What needs to be done to prepare? Do we have enough students right now due to quarantine? (We didn't talk about this one in the meeting but I'm sneaking it in!)
- Marilyn and Dave are finalizing decisions about the overdues - renew or let it go to lost status.