

CAG MEETING MINUTES
MARCH 23, 2005

I. Introductions were made. Eric Scott is the “new” representative for UC Merced, and Marianne Hawkins the new representative for UC Davis. Sharla Desens is the new representative for UC Riverside. Vince Novoa will be taking over as the representative for UC Santa Cruz from Lucia MacLean, who is no longer working in Circulation.

II. The CAG Annual Report was distributed for discussion.

A. Discussion of 2003-2004

RSC hasn't asked anything of CAG this year, so the concentration has been on completing the Circulation portion of the Resource Sharing Code, and developing more in-depth workshops for the UC-Circheads meeting rather than the break-out sessions formerly held, or a Best Practices Workshop.

B. 2004-2005 – accomplishments this year

Contact information has been updated
The UC-Circulation and CAG web pages have been more streamlined (Claudia announced that Dimitri would be leaving UCSB shortly) and better organized
Claudia worked to keep policy information updated on the web pages

II. Goals and Objectives

A. Discussion of 2003-2004 – The goals established were to continue to maintain up-to-date contact information; continue to update policy information; complete the Circulation portion of the Resource Sharing Code; Hold more in-depth workshops on specific issues instead of having a Best Practices workshop. All of these goals were met.

B. 2004-2005 – Help UC Merced with any needed assistance in getting the new Library off and running; continue to keep policies and contact information up to date.

III. Resource sharing code – The Circulation portion has been completed.

IV. UCM Update: Eric Scott presented a progress report on the new campus and library at UCM. He announced that 3 LA III positions would be posted today. He described some of the policies set for UCM Reserves: Course Reserves will be paperless; there will be no books placed on Course Reserves, book chapters will

be scanned; no course packs will be accepted. Also, food and drink will be allowed (a steam carpet cleaner has been purchased) into the library. UCM will be on the semester system.

V. Meeting evaluation form – Claudia initially developed the form and the suggestions of Jonathan and Andy were incorporated.

VI. Dates of future CAG/UC-Circheads – the issue of the best date to hold the annual meetings was discussed. It was decided that Spring Break works the best for everyone.

VII. With UCM allowing food, food and drink policies at all the UCs were discussed. Each representative presented the policy at their campus and how well it works at each campus.

VIII. The methods for circulating media at each campus was discussed.

IX. Election of new chair and chair-elect, selection of meeting site for next year. Jonathan Thomas, UCB was elected Chair and Marianne Hawkins, UCD, elected Chair Elect. Terms will run March to March.

X. Minute-taking for both the CAG and UC-Circhead meetings was discussed. There needs to be a better mechanism for more timely and better minute-taking than the one being used currently. The task needs to be rotated so that the same people aren't responsible for taking the minutes year after year. It was also agreed that it should not be a responsibility of the hosting campus. Gail suggested that Claudia set the rotation:

CAG

UCI
UCR
UCSD
UCSB
UCSC
UCSF
UCM
UCD
UCB
UCLA
SRLF

UC-CIRCHEADS

Campus representative should submit the campus news items in a written report. Chair will assign the minute-taking.

XI. Suggestions for workshops for next year were:

Preservation – handling leaks

Security

Self-check

Renovation

Handling difficult patrons

Handling food & drink

Handling the circulation of media

Topics will be voted upon during tomorrow's UC-Circheads meeting.

Submitted by: Lucia MacLean, UCSC