

**CIRCULATION ADVISORY GROUP
ANNUAL MEETING
UC, SAN DIEGO
MARCH 26, 2008**

PRESENT:

Marianne Hawkins (UCD), Mark Marrow (UCB), Mary Wepler-Selear (UCM), Eric Scott (RSC), John Bareford (UCI), Andy Panado (UCSF, Chair Elect), Jon Edmondson (SRLF, Chair), Valerie Rom-Hawkins (UCLA), Sharla Desens (UCR), Claudia Jimenez (UCSB), Gary Johnson (UCSB), Nicole Lawson (UCSC), Marlayna Christensen (UCSD), Jason Schulz (UCSD)

Absent: Jutta Weimhoff (NRLF)

Note taker: Mary Wepler-Selear (UCM)

1. Introductions and housekeeping – Jon Edmondson/Jason Schulz

Housekeeping

Jon Edmondson – talking about Future of Public Services Report –
Valerie – discusses a letter from Dawson – wants to know about the status.
Marlyana give a status update.

Marianne – Standardizing loan periods

Discussion regarding centralizing student assistant training:

Jon E. - the Houston Public Library website was considered.

Marianne H. – UC Davis adapted website to training students.

Jon E. - HOPS has been discussing (had retreat in Merced) working on ‘the Future of Public Services book of proceedings.

Jon E. – IM is being used more

Eric – digital reference – half of the questions in depth, and half of the questions are directional.

Professors’ lectures are being recorded and how the library will broadcast this information.

Jon E. – Job stats and job descriptions page.

Eric Forte (who has since left), discussed a centralized site for all circ stats.

Andy P. – gate counts are diminishing , so there has to be alternative ways to collect other statistics.

Eric S. – job descriptions are difficult to find from other campuses. HR departments don't often understand the library assistant series.

Mark M. – Berkeley HR is going through transformation – so that staff can compete at market value salaries. Berkeley is a pilot for this, and hopefully it will go UC wide. This is slated for 2009 & 2010 (represented – non represented is happening now).

Jason S. – all UCSD job descriptions are online.

Displaying all of the information one CAG website – even with this meeting that was an issue in that Andy had to use his own site.

Eric – CAG website; taking this on. Maybe UC Merced can help build. It was agreed that having a centralized site would create more IT independence.

Eric S. – UCM is using hostmonster.com.

What is helpful to have on a website? Maybe a WIKI would be ideal for our group.

Eric S. – relying on people for historical documentation. One of the benefits of a website is having all of our historical data online for provenance.

Gary J. – how effective are the websites? What is the most effective way for it to be used and how it is used?

Jason S. – sometimes via historical data, you can find the reason someone originally said 'no' no longer applies.

Mark M. – Berkeley lacks job descriptions for many positions.

Marlayna would like to see all of the CircHeads / CAG presentations online.

Do we want to post circ stats?

Eric – videotaping the meeting. We would have a record of the meeting.
Web hosting & video will become routine for UCM. We need to develop a scope for the website.

2. Review of 2007 goals and objectives, including: 2007 RSC Report, Future of Public Services Report, Job Descriptions/Stats/Info page

Review of 2007 goals and objectives (Jon Edmondson)

2007 RSC Report (Eric Scott & Marlayna Christensen)

Eric S. & Marlayna C. - RSC reviewed the Tricor budget – 40,000 over the annual budget. A memorandum of understanding was drawn up between the libraries and Tricor. It hasn't been signed. There are some discrepancies. Marlayna created a worksheet comparing the number of stops between 2003 & 2008. ULs are still discussing this, as some libraries have more stops. The level of service could be affected by the lack of funding. Recommended that there is someone who has oversight. There have been exorbitant fuel charges recently in the Tricor receipts. They used a special rate using a formula that took an average – this actually saved the UCs a lot of money because it was a profound discount.

Gary J. – Tricor has been very helpful in moving between campuses. Should have a backup plan in the event Tricor goes out of business.

Discussion about Tricor vs. other courier companies...

Eric (RSC) ... If someone wants to go around OCLC, some protocols that could be established. SOPAG didn't like this – this has gone back to IAG and now back to SOPAG.

There is an issue over what manner the item would be paid for.

RSC Conference call (Eric S.) – VDX 3.2.2 - currently in beta testing. Scanning documents and putting them in a central storage place.

Would be sent to the user as a url (Gary J.)

Next version of VDX is underway

Update on Symposium for Emergency and Disaster Preparedness (Marlayna Christensen)

This was proposed to SOPAG. San Diego had proposed to host the meeting. No one would come in the fall, so the idea was dropped. In October, Marlayna

brought up the idea of a listserv. This has gone through many avenues, (many of the UC library groups) so it is still a work in progress. The proposal should go out to SOPAG the middle of April.

Who will attend: people involved in emergency response, to look at how it affects materials, getting people out of the building, etc...protocols for when an emergency happens.

Gary J. – when you start looking at emergencies, there are quite a few objectives.

UCSD had an active shooter exercise. This was highly successful. A number of campuses have had these exercises recently, including UCM.

Marianne H. - Trying to get the administrators to understand the practical side of emergency preparedness.

Eric recommends the book, “The gift of Fear.”

3. Goals and Objectives for 2008

- Developing a website
- Report going out for the Future of Public Services (HOPS report)
- Jon talks about training in dealing with difficult patrons.

Valerie Rom-Hawkins was elected chair for 2009

Discussion about food in the library

Discussion about recycling