

Circulation Advisory Group (CAG) ANNUAL REPORT 2009/10

Submitted by: Valerie Rom-Hawkins

Charge:

The University of California Circulation Advisory Group is charged to improve circulation services on all campuses through joint efforts by taking an active leadership role and promoting communication and cooperation between UC Circulation units. The responsibilities include:

- A. Advising RSC on circulation issues.
- B. Recommending best practices that facilitate resource sharing among campuses from the “circulation” function point of view by identifying and analyzing barriers to expeditious sharing of materials and recommending solutions to remove these barriers. This may include identifying new methods of resource sharing, consideration of local circulation policies that affect resource sharing and facilitating movement of materials among the campuses.
- C. Responding to assignments from RSC.
- D. Raising awareness of issues and trends that require system wide attention.
- E. Strengthening individual units’ problem solving capabilities
 - . by sharing information and experiences
 - . by anticipating and preparing for circulation functions in the "electronic" environment
- F. Enhancing communication and fostering cooperation between UC campuses and facilities
 - . by maintaining a listserv for information sharing purposes
 - . by maintaining a web page for information sharing purposes
 - . by networking
 - . by assisting each other with implementation of new technology
 - . by maintaining a directory of UC circulation contact people
 - . by exchanging information regularly
 - . by enabling central training when needed
- G. Recommending consortial purchases to RSC when appropriate.
- H. Conducting special studies of UC intercampus movement/transmission of materials as needed by RSC.
- I. Monitoring national trends in resource sharing as appropriate including electronic options for transmittal.

Current membership:

NRLF	Jutta Wiemhoff	UCM	Mary Wepler-Selear
SRLF	Jon Edmondson	UCR	Sahra Missagieh-Klawitter
UCB	Mark Marrow	UCSB	Claudia Jimenez
UCD	Marianne Hawkins	UCSC	Josephine Stovall
UCI	John Bareford	UCSD	Jason Schulz (2009-10 Chair-Elect)
UCLA	Valerie Rom-Hawkins (2009-10 Chair)	UCSF	Andy Panado
	Sarah Troy (RSC liaison)		

2009/10 LISTSERV DISCUSSIONS:

- Journal loan policy for non-affiliated borrowers
- Summer library opening hours
- Use of collection agency for unpaid library fees
- Reserve fines policy
- Reserve scanning policies
- Reserve loan privileges for other UC borrowers
- Lost and found policy
- Oversize book shelving locations
- Protected/restricted access collections
- Visiting Scholars and Volunteers loan privileges
- Laptop circulation
- Loan periods and renewal policies,
- Friends of the Library privileges
- Organizational charts,
- Media library policies
- Borrowing privileges for retirees

2010 CAG CONFERENCE CALL

UC Riverside would have hosted the meeting for Circulation Heads, but restrictions on travel funding forced our decision to have a CAG conference call.

During the call we agreed to hold another conference call in the fall and plan to have a CAG/UC Circ Heads meeting in 2011 at Riverside. Val and Jason will remain as chair and chair elect for the upcoming year.

2009-2010 GOALS PROGRESS REPORT:

- CAG website (hosted by UC, Merced) by Fall, 2009 - *this goal is no longer supported - we will continue to use the CDL hosted website. We now have a CDL sponsored wiki we can use as a shared workspace.*
- Possible charge from RSC on proposed plan about service continuity. *This has not yet materialized but we expect it for next year.*
- Exploring the possibility of equipment sharing starting with DVD repair machine from UCM - *a pilot program is now in place.*
- Recommended main presentation: Having an expert from UCR's campus life services come and talk on how to deal with problem patron behaviors. *This will be on the agenda for 2011 meeting.*
- Three topics are chosen for the 2009-2010 CircHeads Meeting: *also rolled over to 2011.*
 - Departmental/unit cross training (UCD)
 - Student rewards/acknowledgement (will be presented by Valerie Rom-Hawkins, UCLA, Lars Cederquist & Felicia Bryan, UCD)
 - Patron privacy issues/policies (will be presented by Nicole Lawton, UCSC & John Bareford, UCI)