

Resource Sharing & Fulfillment Open Call

Thursday, January 12, 2023

11am - noon

<https://orbiscascade-org.zoom.us/j/87252422170>

Agenda and Minutes

Attendees please add your name as you join the call (refresh if you can't edit when you arrive): Lori Hilterbrand (Alliance), Dena Madrid (WSUV), LoriAnn Bullis (WOU), Steve Weber (OSU), Abby Mason (OSU), (Bahram Refaei (Linfield), Renee Corbett (Walla), Emily Moxley (COCC-RSF Team Chair), Jada Pelger (UPS), Jenny Bornstein (Lewis & Clark), Valerie Sterling (OSU), Evan Lantzy (UID), Jennifer Bosvert (PacFG), Raymond Bailey (Lane CC), Abigail Hansel (UID) Julie Drengson (OSU-Guin), Jasmine Waters (SOU), Brendan Spah (WWU), Tricia Bender (CHK), Jen Jacobs (LCC), Ari Kirby (WHITC), Jackie Gray (SMU), Katie Bowler (OSU-Guin), Lise Stephens (CCC), Kate Jones (SOU), Charles Asher (WWU), Margaret Alexander (UO), Christine St.Clair (OIT), Bill Kelm (WU), Drew Jackson (PCC), Laura Hutton (GONZ), Ashley DeWeerd (Bellevue College), Linda Mackin (PCC), Cassandra Palmore (UPS) Galin Brown (WU), Cara Elston (Whitworth), Rami Attebury (UID), Kevin Edwards (clark)

1. Announcements
 - a. [Anonymous Ask](#) (Emily) use this form to let us know what questions you have and we'll try to answer them at a future open call, in an email, etc.
 - i. Thanks to those who have submitted questions!
2. FSG videos- 2 videos (10-15 min) (Sara from FSG)
 - a. The [first video](#) showed the Primo view of accessing an open access item on CDL.
 - b. The [2nd video](#) demonstrated placing an item on CDL with limited access. The video demonstrated joining a waitlist and receiving notification that an item was available.
 - c. Lori recommended the [Fulfillment Essentials](#) page for procedures and videos.
3. Doris Munson Presentation- "How to Read an XSL Template" Part 2 (Doris Munson 10-20 min) Helpful tips include:
 - a. Notepad++ is recommended for editing files. Word will have extraneous coding.
 - b. Edit a copy of the file and save an original.
 - c. Date your saved copies. Don't rely on the date last updated, since this can be deceptive.
 - d. When adding lines of code, include a comment of who added the line and when. It can be helpful to shift the comment to the far left.

4. Mentors Program update! (Lori and any mentors who want to speak)
 - a. Welcome email & Orientation email sent to mentees
 - i. There are 15 mentees and 4 mentors.
 - ii. The goals include introducing mentees to tools and resources and developing capacity to collaborate remotely.
 - b. Meetings are (being) scheduled
 - i. Meetings will include group choice, in which mentees talk about what they would like to learn.
 - c. The program will launch the week of January 23.
5. January Theme Discussion: Emergency Management! (Emily & RSF Team)
 - a. Snow closures. Are staff expected to come in? How you decide closures.
 - i. One common tool is a campus wide emergency alert system.
 - ii. Some institutions have instituted policies to close the library automatically when campus is closed. Other institutions offer limited hours even when other campus activities are suspended.
 - iii. The increase of remote work means that staff are expected to work from home when the library is closed.
 - iv. Snow closures are particularly challenging for libraries with extended hours.
 - v. Policies that allow staff to arrive late or depart early is a great way that an institution can support staff who live farther away or in areas more affected by inclement weather.
 - b. Disaster kits and other disaster management plans for leaks; Disaster plans in general
 - i. Many libraries have disaster kits and plans set up for each location.
 - ii. Disaster kits require periodic maintenance.
 - iii. Plans and disaster responses vary depending on the physical characteristics of the building.
 - c. Managing or preventing bed bugs.
 - d. Developing a safety plan.
 - e. How do you work with other departments, e.g. security, building services, etc.
 - i. Some institutions have campus wide disaster plan drills.
 - f. Community collaboration with public library, city, etc.?

- g. What is your duty to warn, alert library patrons during an emergency?
 - i. Generally staff are instructed to leave the building during an emergency.
 - ii. In the past they may have been instructed to walk the building to notify patrons.
- h. Flooding preparation