Resource Sharing & Fulfillment Community Call Thursday, April 11th, 2024
11am - noon
https://orbiscascade-org.zoom.us/j/86336765611,
Alliance Code of Conduct:
https://www.orbiscascade.org/about/code-of-conduct/

Agenda and Minutes

Attendees please add your name as you join the call (<mark>refresh if you can't edit when you arrive</mark>): Lori Hilterbrand (Alliance), Dawn Mosher (EWU), Roman Block (OHSU), Sarah Willhite (GFOX) Jean(evergreen), Bronson Dowd (UW), Jackie Gray (SMU), Jenny Bornstein (Lewis & Clark), Lucy Mackintosh (CC),Alisa Melior (UI), Steve Weber (OSU), Evan Lantzy (UID), Valerie Sterling (OSU-COR), Devon Erdman (UID), Abby Mason (OSUCOR) Julie Drengson (OSU-Guin), Galin Brown (WU-Law), Sara Bystrom (WU-PNCA), Amy Thielen (WSU Pullman), Karina Young (CCC), Victoria Kerr (UI), Michele Burke (ChemeketaCC), Liz Butterfield (WU), Holly Wheeler (MHCC), Carol Drost (WU), April Witteveen (OSU-Cascades), Katrina Gaines (EOU), Paul Gardner (OHSU), Renee Corbett (WALLA), Katie Bowler (OSU-Newport), Laura Hutton (GONZ), Drew Jackson (PCC), Lizzie Aubrey (SOU), Ruby O'Connor (COCC), Jada Pelger (UPS), Cassandra Palmore (UPS), Jasmine Waters (SOU), Rhian Peterman (Saint Martin's), Bota (UW) Jane Nichols (OSU-COR), Lindsay Tebeck (Whitman College), Theresa Yancey (CHEMEK)

Icebreaker (opening) - Dawn
- Spring Cleaning - What's one item you own that you should have gotten rid of long ago?

Notetaker: Roman

Announcements (5 minutes) - Galin
- Anonymous Ask - If you aren't comfortable speaking or chatting in the meeting, 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. It is truly anonymous so you won't receive a direct response. Recently we received this great question:

  Q: What are some best practices for handling completed General Messages in lending and borrowing? Should we be using the "Dismiss" function if we no longer need to see a message in our Tasks bar, or how do other libraries handle that workflow?

  A: Jenny Bornstein (Lewis & Clark) replies: *As long as we have completed the tasks asked of us in the General Message and/or the staff who needed to see the information in the GM saw it, then we dismiss the GM. I often dismiss the message when I've done my part and am waiting on the partner library to do their part because then I'll get a new notification in the task list when they add their GM after they've done their part. Fortunately, the message will stay in the request forever so if we need to refer to it again it will be there. Hope that*

answers the question! And happy to hear any other ways folks handle dismissing general messages.
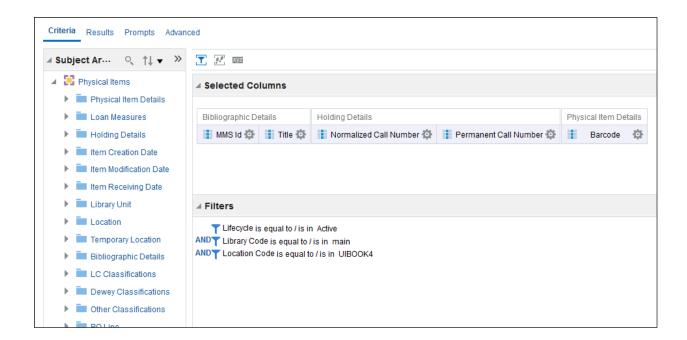
- Sharing news about our library community:
  - Paula Martin, of UO-PDX and former SSG chair, has accepted a new position at Mount Hood Community College! Her last day at the White Stag is April 15. Congratulations and so glad you're staying in the Alliance!
  - Future recognition, retirements, new jobs or other announcements? Please contact Lori, Galin or Dawn if you'd like your news shared during a Community Call.
- AAR Kick Off Call - Wednesday April 17 at 2pm - Bring your questions and your expertise to help answer others https://orbiscascade-org.zoom.us/j/82116986950

Agenda:

Weeding and Inventory Discussion

- Christina Prucha (UP) - (10 Minutes)
  - Presentation Slides
  - Create the cycle: 5-year cycle, so weeding is done annually
    - Different call number groups assigned to each year
    - This work begins in March and the list work takes a couple months, so librarians get the lists in May or June.
    - Librarians get as long as they need to go through the lists, as long as it's within the year
  - Managed by Collection Services w help from Circulation
  - Divided amongst librarians (doesn't have to be though)
  - Create lists in Alma by call number range
    - Criteria:
      - Added to collection 10+ years ago
      - 0 checkouts in Alma
      - 0 checkouts in Millennium
      - Any internal notes (ex: Keep in collection)
  - Clean up the lists:
    - Add volumes from multi-volume sets with usage and make sure volumes are in order
    - Note if books are found on RCLweb
    - Last copy in Summit:
      - Use the Alliance's last copy checker
      - Note the number of copies on spreadsheet
    - Conduct overlap analysis to find eBooks that duplicate print and note those on spreadsheet
  - Could be done by any department, because this is the criteria in its purest form:

- - ■ Duplicated eBook in IZ (Always weed)
    - ■ No RCL mention AND
    - ■ 4+ copies in Summit AND
    - ■ No usage in x years AND
    - ■ No internal note to keep book
  - ○ Remember: You will weed something you regret. Accept this, forgive yourself, and move on!
  - ○ Links:
    - - [Rightsizing the Academic Library Collection, Second Edition](#)
    - - [Alma May 2023 Highlights: Overlap Analysis for Physical Titles](#)
    - - [Last Copy Checker](#)
    - - [Christina's Weeding Slides](#)
- ● Victoria Kerr (UI) - (10 Minutes)
  - ○ In the process of revamping weeding and shelf-reading, after realizing shelf-reading wasn't going well. Generated a list of all items in a location using an Analytics report (see criteria below).
    - ■ This report isn't perfect and does require some further clean up
  - ○ Students are given a list with title and call number and will check off an item if it's found or highlight it if it isn't found
  - ○ Found that there are many volume sets missing
  - ○ Also pulling items for mending and items with multiple copies to consider for weeding
    - ■ Will keep copy if there are less than 20 copies
    - ■ Also consider usage and condition of item
    - ■ Pull older editions if there are newer additions available

Conversation topics to consider, but not limited to:

- Why are you doing inventory? Weeding, shifting, shelf-reading, something else?
- Who's doing the inventory? Student employees, staff, TS, Circ, Someone else?
- When was the last time your library did an inventory check and/or a weeding project?
- What are the programs and software that was used, if any?
- What was your methodology and criteria, if any?
- Were your weeding efforts tied-into the recycling process? How was the material disposed of, if at all?
- Tips/Tricks in getting through the process?

From the Alma List - Physical Item Inventory discussion
- [CARLI's recorded presentation on Inventory tools](#) (and hiring students to do their Inventory Project)
- [Purdue through Alma APIs](#)
- "I would definitely recommend running any of the weeding reports you're doing in small chunks so that you can address issues that come up in a timely manner. If there's a big lag between when you run the reports and when you're going back out to the shelves to look at items then things may have changed/been checked out/etc." Holly, MHCC
- [Inventory instructions from UWisconsin-Oshkosh](#)
- [Presentation from San Mateo County Community College District](#)

Upcoming events
- AAR Kick Off Call - Wednesday, April 17 from 2:00-3:00pm
- RSF- Community Call – Thursday, May 9th from 11:00am-12:00pm