Resource Sharing Workflows Work Group
October 3, 2024, 1 pm
Video conference

Meeting Documents: https://www.scls.info/committees/resource-sharing-workgroup

Join Zoom Meeting

https://us02web.zoom.us/j/89259572785?pwd=0tM3jFJsHWT2g3PdNZ8NIv1HzwEuB4.1

Present: Roxanne Staveness (RIO; Cluster 2), Nathan Rybarczyk (BAR; Cluster 5), Claire Parrish (MCM; Cluster 6), Jan Holmes (SUN; Cluster 7), Elizabeth Clauss (CSP; Cluster 8), Phil Hansen (FCH; Cluster 8), Wendy Rawson (FCH; Cluster 8), Margie Navarre Saaf (MPL; Clusters 11-13)
Not Present: Corey Baumann (SCLS); Todd Cox (DCL; Clusters 9-10), Doug Wilson (SCLS)
Recorder: Vicki Teal Lovely (SCLS)
SCLS Staff Present: Tim Drexler (SCLS), Heidi Oliversen Cindy Weber (SCLS),

1. **Call to Order 1:00 pm**

2. **Approval of previous meeting minutes: 9/5/2024**

    a. Motion: N. Rybarczyk moved approval of the September meeting minutes. M. Navarre Saaf seconded.
    b. Discussion: None.
    c. Vote: motion carried.

3. **Action Items**

4. **Discussion**
    a. Post-it Notes Pilot Project
        i. Base for eliminating Post-its
            1. We may or may not be able to use transit slips in place of post-its and/or as hold shelf slips. Even if we do not use transit slips for one or both purposes, this is a valid study. It sets up the base for tracking how long it takes to fill out post-its, which can be used for other purposes (like filling holds without filling out using post-its).
            2. Representatives from BAR, FCH, MPL, REE and SCLS have been meeting to develop the time study sampling for processing holds with post-its. Thank you to Erica Kersten at PIN for hosting the

"lab" for us to work out the study. T. Drexler has provided consulting on how to conduct the study and track the data. S. Kucher from REE developed an online form and a way to capture the data, with input from T. Drexler. Multiple staff can conduct the studies at the same time. Each pilot library will be requested to do 300 2-minute sessions before November 13. Some parameters are that libraries will need to let us know if they check for parts missing, damage, etc. before check-in and/or if they separate out local holds from transit holds. If a session gets interrupted, it can be eliminated. Current pilot libraries are BAR, FCH, MPL, REE. It's OK if the sessions are spread out over the full 6 week period. It's also OK to do more than 300 sessions. We will also provide a paper form for those libraries that would prefer to use that method for tracking data. Those using paper forms will send completed forms to SCLS.

 ii. Base for using transit slips for routing and hold shelf slips

  1. H. Oliversen has modified some hold slip templates so that they can also be used as transit slips in the sandbox. The transit slip and hold slip are the same template in Bibliovation. The option to print a transit slip is currently hidden in production, but the button is available in the "Transit Required: Hold Found" pop-up in the sandbox. We are able to add coding to the hold slip template that will print the transit agency code at the top of the hold slip when it is an item going into transit to fill a hold. Libraries format the holds slips in a variety of ways.

  2. Future considerations for the transit slip study are:

   a. Cost of post-its vs. receipt paper

   b. Getting the transit slip / hold slip to be as short as possible

   c. Could we use the transit slip just be used as a hold routing slip in place of the post-it note? Each library would retain their holds slip format. The template would be set up to add the transit hold agency code when the item goes into transit. This will require that the option to print the transit slip will pop up for everyone. If we do this study, we will need to limit the time period.

b. Meetup(s) at WLA

5. **Plan for Next meeting:** December 5, 2024 (note: November meeting is cancelled due to WLA conference)

6. **Adjournment**

For more information about the Resource Sharing Workflows Work Group, contact Vicki Teal Lovely

Resource Sharing Workflows Work Group/Agenda/09-2024