

Library Directors' Leadership Team (LDLT) Meeting Notes April 16, 2021

Present: Gerald Beasley, Bonna Boettcher, Andy Horbal, Christina Sheley, Curtis Lyons, Greg Green, Kim Nayyer, Eric Acree (note taker); guests Simeon Warner and Jenn Colt

1. Simeon Warner and Jenn Colt talked about FOLIO and effects on LTS work, as well as on circulation protocols.
 - Simeon and Jenn also gave an update on ETAS as it relates to FOLIO: Plan is in place; one more update things that have been marked withdrawn it will take at least one week, moving into the beginning of June, mid-June turning things off in Voyager. Simeon shared the ETAS exit schedule; see document immediately after notes.
 - The link to the FOLIO Implementation schedule is on the FOLIO wiki: <https://confluence.cornell.edu/display/folio/Cornell+Library+FOLIO> . That does not include the ETAS part.

2. Andy provided information regarding Access Services workflows.
 - On June 21st, there will be a stoppage of circulation or use offline circulation.
 - Concerns about the use of the term emergency for those who need to borrow material during the circulation stoppage migration to FOLIO.
 - During the migration to FOLIO:
 - Borrowing and lending will be turned off for ten days (two weeks).
 - Scanning will not be affected.
 - Return material will not be discharged during the two week period.Per Jesse Koennecke, re: ebook purchasing:
"We think we will have some capacity to do some ordering for requests during that time. The details need to be worked out and it will be likely that we won't be able to fill 100%, but we should be able to do some. I'll try to get closer to definitive answers as soon as possible."
 - Can "My Account" be read-only, so patrons don't try to renew, etc.?
"Consult the unit library..."
Offline Circ: <https://confluence.cornell.edu/pages/viewpage.action?pageId=399550571>
spread sheet.
 - Discussion on how do we expect to deliver material? Health and safety concerns need to be taken into consideration with unit staff as they move forth.
 - Brief discussion on public computer to the units. What should it look like in each unit?
Number of public workstations – may be for fewer. Report will be shared on LDLT. Laptops will not be a part of this issue.
 - It looks like we will be fully open in the fall.

3. UNIT UPDATES:
 - Annex/ILS: Neither of Andy's units has updates.
 - Africana Library: no updates

- [Asia Collections](#): Starting Monday, April 19th the Kroch Library Asia Collections stacks will be accessible without an appointment. Faculty and staff cleared to be on campus can walk in. Students can make a seat reservation through Chatter.
- [Business, Engineering, and Entrepreneurship](#): Monitoring of quiet study in the Management Library began on April 12th and will continue for the next several weeks.
- [Mann/Science Cluster](#): Mann Library website migrated to WordPress and new site launched. URL changed from <mannlib.cornell.edu> to <mann.library.cornell.edu>.
- [Olin/Uris](#):
 - Olin/Uris website migrated to WordPress in 3/31; same URL.
 - Watch for interviews for the Emerging Data Practices Librarian position in early-to-mid May.
- [Fine Arts](#): Research-by-Appointment is active and well-received
- [Music](#): all is well

Emergency Circulation Services Protocols During Voyager-FOLIO Cutover

Background:

Per the FOLIO Implementation Team's plan for "cutover" from Voyager to FOLIO, circulation and requesting will be unavailable in Voyager between June 21 and July 1. Circulation staff will also need to stop adding and updating bibliographic and holdings by June 14, including peripheral tasks that change bibliographic and holdings. As recently announced on CUL-Updates-L, the CUL website, and the Cornell Chronicle, we are informing patrons that Borrow Direct and Interlibrary Loan of physical material will be unavailable starting on June 7, and that they should place contactless pickup requests by June 16 if they want to pick up materials during this time. Scanning services will not be affected.

Recommendations:

As part of our planning for these service interruptions, LEG asked the Access Services Response Team (ASRT)* to create an emergency circulation services protocol for on-site borrowing requests during this time period, to be reviewed by LDLT at their April 16 meeting and by the Access Services Team at their April 21 meeting. ASRT is making the following recommendations:

- We should direct patrons who require emergency borrowing services during this time to a list of email addresses for unit libraries with instructions to contact the library where the materials they need are housed.
- Unit libraries should continue to monitor their email during this time and begin a dialogue with requestors as soon as they can.
- It should be left to the discretion of unit libraries to decide what constitutes an "emergency" and how they will accommodate any borrowing requests they receive (e.g. will they use offline circulation or a manual process, how and where will the requested materials be conveyed to the patron, etc.).

- The messaging will be reinforced with alert boxes added to unit library websites which include standardized language regarding these service interruptions and how to place emergency requests for borrowing services. Additional suggestions from Zsuzsa Koltay include inserting bookmarks in materials checked out on site and between now and cutover which contain information about these service interruptions and adding information about them to email notifications (e.g. item available notices) we send to patrons.

*The current membership of ASRT is Andy Horbal, Caitlin Finlay, Cammie Wyckoff, Sabrina Sondhi, Tobi Hines, and Wendy Wilcox