**Reserve Task Force Discussion Items**

**Updated on 11/7/16**

* Lag time in publishing from Alma to Primo (6 hours to 1 day)—How should circ desk staff look up course reserve availability accurately at all times? Come up with recommended workflow.--ADRIAN

Options:

1) Keep a manual list at each work station (con: not available to patrons plus a lot of work)

2) Look up in Alma by title/call number (con: info not available to patrons, also student would need to know the title and or call number).

3) RSS feed in course reserve search screen – on the side of primo

4) API (San Marcus)--timely course reserve info to all patrons. Can customize to make it the way you want it to look.

Planned action: Adrian will get more info on API and talk to other Vanguards to see how they are handling this.

* Migrating library materials on course reserve to come over with permanent location. I think Sarina said this is being worked on. What is the status? Do we have choice of permanent or temporary? Can we get both?--DAN

Planned Action: Dan will have information next week

* Electronic reserves (e-reserve: provided by instructor and only people in the course can access) vs. Library eresources vs. third party websites). What can they be done through Alma? WE- assume that library e-resources can go on reading lists but any other e-reserves like pdf's and links would go in through a third party or learning management system. We'll come up with best practice. --ROSS

Options;

1) Have library or faculty member set up through LMS.

2) <https://www.springshare.com/libguides/er.html>

3) <http://www.exlibrisgroup.com/category/Leganto>

Planned Action:

* Ross will continue to explore
* Cathe will put on Alma-L listserv to solicit feedback
* Configuration—consider making each checkout period it's own location so it will show up easily in Reading List and in Primo.--CATHE

Planned Action: Cathe will have info next week

* Can we have an automated feed from Moodle to Alma of courses/instructors? Reading lists? Is third party integration already considering this?--CATHE

Planned Action: Cathe will work on this after configuration

* Instructor entered reading lists—BILL

Bill is working on reading thru documentation and looked at APIs.

Planned Action:

* Bill will talk to programmers at his site.
* Bill will survey CSUs and listserv to see if anyone is going this and what works/what doesn't, etc.
* Holds/Course Reserves Waiting List – is there a way to automate this in Alma, perhaps using holds?--ROSS

Planned Action:

* Ross will test this process in Millennium with a 15 minute remove from hold shelf.
* Ross will see if there is a way to get stats on items with many hold requests so he can see which materials need additional copies.
* Cataloging personal copies – Come up with best practice. This was demonstrated in the training session last week. We will revisit if necessary.
* Fees –fees that discourage abuse of keeping reserves past due time but are not too outrageous? Do we even want to recommend fees or leave this up to each campus? Is there any benefit to uniform fees for reserves since they are not shared between campuses? Grace periods?
* Booking Course Reserves

1 - immediate

2 – important but not urgent

3 – might be nice to talk about if time permits