**Resource Sharing Functional Committee**

Friday November 3, 2017

Present: **Chris, Joe**, **Janet, Stacy,** **Jesica**, **Astra,** Anya, **Arturo,** **Carolyn, Mallory**

Discussion Topics:

* ULMS Coordinating tasks:
  + Identify training needs
    - Open Forum (17th at 10 AM) (Chris send out invite)
    - Bullet point topics
      * Difference between ILLiad and CSU+ request
      * Multivolume
      * Media items
      * Publicize policy recommendations for user feedback
      * Open comments, concerns, and ideas
    - Mallory volunteered to collect emails for policy ideas
  + Identify opportunities for streamlining workflows
    - Interface issues - encourage people to file cases as errors appear
  + Identify integration with campus and other systems
  + Identify consortial functionality that needs enhancements by Ex Libris
* Visiting patron and CSU+
* Multivolume bands/stickers:
  + band /sticker on each item
  + Add to policies (Chris)
  + Mini guide (Stacy)
* Packaging items prior to shipping
  + **Box** and possibly bubble wrap
  + Best practices email blast (Art)
* Statistics:
  + What stats need collecting?
  + How do you categorize electronic copies with limited copies? Is it resource sharing?
  + Borrowing and Lending filled
  + Talk to Acquisitions for what stats they could use.
* ROTA balancing

Action Items:

* Email blast of best practice reminders (Art)
* Multivolume printing guide (Stacy)
* Add policy items (Chris)
* Schedule open forum and send out invite (Chris)
* Add policy recommendations to ULMS website (Chris)
* Draft policy email to send to access listserv requesting feedback to discuss at open forum - send to RS committee for approval (Mallory)
* Send out a doodle poll to reschedule 11/10 meeting (Chris)