**Reserve Task Force Discussion Items**

* 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
* 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
* 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
* Configuration—consider making each checkout period it's own location so it will show up easily in Reading List and in Primo.--CATHE
* Can we have an automated feed from Moodle to Alma of courses/instructors? Reading lists? Is third party integration already considering this?--CATHE
* Instructor entered reading lists—BILL
* Holds/Course Reserves Waiting List – is there a way to automate this in Alma, perhaps using holds?--ROSS
* 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?
* Booking Course Reserves

1 - immediate

2 – important but not urgent

3 – might be nice to talk about if time permits