**GTF Meeting Minutes**

**September 16, 2016**

Present: Stacy Caron (CFI); Chris Lee (CPS); Gretchen Higginbottom (CFS); Dawnelle Ricciardi (CSO); Lina Carro (CHU); Julie Kowalewski-Ward (CSJ); Jesica Brubaker (CDS)

Guests: Anya Arnold, Library Consortia / Information Technology Consultant (former Resource Sharing Manager for ORBIS Cascade Alliance); Karen Schneider, Dean (CSO)

Recorders: Dawnelle Ricciardi (CSO); Lina Carro (CHU)

This meeting focused on: working out the final details in anticipation of the testing phase projected to begin next month; gathering data required to make a formal recommendation for uniform circulation period for all CSU libraries; resolving technical issues with ExLibris meetings; creating effective communications to share with ISPIE and the ULMS groups on a regular basis.

**Pre-testing Details**

The group discussed details about the upcoming test scheduled to begin next month, including how to handle a hold on a local item and other complex borrowing/lending scenarios. She recommended putting examples of these loan scenarios on the testing worksheet.

**Working with ExLibris**

Anya suggested that we always receive the full amount of training we are scheduled for with ExLibris regardless of software problems (e.g., if the session is delayed 15 minutes due to technical difficulties, that the period of time be added to another session.) She also suggested that the GTF be notified when each ExLibris session’s training video is available to view.

Because some GTF members had difficulty participating in ExLibris sessions using Skype, the GTF will ask to use another conferencing software such as Zoom.

**Uniform Loan Policy Recommendations**

Karen attended the meeting briefly to remind the group that she would like to present a formal recommendation from GTF regarding uniform circulation periods at the October COLD meeting (10/27-10/28).

Lina asked about the current outcome of the circulation policy survey Chris had posted for the group in August on the ISPIE website to help GTF make this recommendation. The results showed that, thus far, only these nine libraries had responded at this time.

CSF - San Francisco

CDS - San Diego

CSJ - San Jose

CFI - Fullerton

CS1 - San Marcos

CTU - Stanislaus

CLA - Los Angeles

CSO - Sonoma

CHU-Humboldt

A follow-up discussion ensued regarding the fine points of extending due dates, including how to work around recalls for items that have been loaned to another library for the semester. (Work with Circulation and ILL to not recall items out on ILL but rather request the item on ILL.)

Link+ considerations:

Karen felt that providing five years’ worth of Link+ statistics would help the decision-making process when considering the pros and cons of paying to keep Link+. Chris and Gretchen (of ISPIE statistics task force) will develop a survey to gather Link+. data to assist the GTF in making the loan period recommendation

**Communication from GTF to ISPIE** **(and other interested entities)**

Stacy will produce and send a final version of our next communication to ISPIE and ULMS in the coming week. Chris will design a logo for the task force, and Chris and Lina will review possible email templates to distinguish GTF communications from so many other ULMS emails.

The meeting was cut short by 10 minutes due to very loud music playing. The group re-tried again to rejoin the conference call but the music continued!

The GTF will meet again on Friday, September 23 at 11:00 am with ExLibris.