

Recommendations from June 4, 2008 minutes

Recommended Practices Taskforce

SEO receives many calls asking if certain practices are in writing. This newly developed taskforce will compile consortium circulation questions and determine consortium best practices and circ guidelines to present to the Governance Committee for approval. Sheila Perkins and Sandi Thompson will co-chair the taskforce. There will be something in place for the next Users Group meeting.

September 22, 2008 minutes

Recommended Best Practices Task Force Update

Sheila Perkins and Sandi Thompson co-chair the task force. This newly developed taskforce will compile consortium circulation procedures and determine consortium best practice guidelines to present to the Governance Committee for approval. The task force met at SEO on September 9 to form committees and chairs for each topic. John Stewart will create a wiki for the recommendations. There will be a General Session scheduled at the Users Group meeting in May 2009 to introduce the new "Best Practices Wiki".

The committees and chairs are as follows:

Circulation – Georgi Huizenga (ELL) & Marcy Welsh (SEO)

Cataloging – Alan Hall (STE)

Maintenance Reports – Melanie Smith (WCM) & Sandi Thompson (PPL)

Forms – Sheila Perkins (STC)

Tech Tips – Sandi Thompson (PPL)

Notices – Melanie Smith (WCM)

Unique Management – Alan Hall (STE)

Training materials/users guide – John Stewart (SEO)

Cargo – Heidi Fletcher (MSL)