**Alma-Primo WG Meeting Agenda**

**February 4, 2020**

**TFDL 410**

**1. Update on items from last meeting (Please review the list of action items found in the notes from the last meeting here)**

General Associates:

* Discussion: We want as few exceptions as possible and want HR to set these up. If the user isn't set up, we want to push this back to their department/HR.
* Are we at risk due to our licenses if we are providing access to e-resources to users who are not in our HR systems?
* Action: Susan to work on some language and process around this so that fulfillment staff are not setting up general associates and forward this to Carla.

Deleted General Associate user issue:

* Discussion: Matt shared information about temporary suspension of delete privileges with OMWG.
* Action: Ask OMWG to review alternatives to deleting community and TAL accounts (Merge user records or changing expiration dates).

Primo Scopes:

* Decision: We will review scopes when we set up a Primo sub group

Primo pipes:

* Action: Matt to follow up with OCLC regarding harvest limit on OCLC records.

Roles:

* Decision: Review of roles will be carried to next meeting
* Decision: Our guidelines regarding roles in Alma and Primo will be documented on WG SharePoint
* Action: Matt to draft guidelines and share before next meeting

Letter notices:

* Action: Susan will email OMWG to ask them to review notices sent to patrons at next meeting.

Direct linking:

* Discussion: Appears to not be working in Primo, online services order ticket still not resolved
* Action: Matt to investigate why it isn't working with Andrew

Unpaywall:

* Action: Matt to follow up with Christie's feedback on testing it in the sandbox

Relais:

* Discussion: Patron loan won't be necessary after we have SSO configured and NCIP set up.
* Action: Matt to follow up with IT on SSO and determine next steps for setting up NCIP.

**2. Group Work**

Analytics:

* Decision: Delayed to another meeting

**3. New issues, enhancements**

Primo Back Office Access:

* Discussion: Staff might need access to Primo Back Office to learn more about how metadata is display and transformed in Primo
* Action: Matt to share Primo BO training videos with Linda and Susan
* Action: Matt to create Primo BO accounts for Linda and Susan

Release updates:

* Action: Matt to forward summaries of release updates to members
* Action: Members to flag any updates that are of concern/interest
* NERS:
* Decision: to be discussed at next meeting
* Action: Matt to send information about NERS before next meeting

**4. Discussion of working group structure \* Working group terms of reference (draft)**

* Discussion: Revised terms and membership, Primo sub-group.
* Action: WG members to review new TOU for next meeting
* Action: Matt and Susan to see about form Primo sub-group

**Other issues:**

Fulfillment Note in Alma records

* Discussion: Nella had been working on a job to move this to a statistical note but it has not been completed. Nella had developed an app to be used for weeding.
* Action: Linda to send Matt emails regarding this.
* Action: Matt to review and submit project to dev team.

Central Discovery Index migration

* Discussion: When do we migrate? When do we go live? Available February 9th, for configuration and testing. Institutions can switch at any time until July. In July/August all customers who have not yet switched will be switched by Ex Libris.
* Action: Matt to send follow up email clarifying rollout

**Summary of Action items**

**Action items**

Action: Susan to work on some language and process around this so that fulfillment staff are not setting up general associates and forward this to Carla

Action: Matt to ask OMWG to review alternatives to deleting community and TAL accounts (Merge user records or changing expiration dates)

Action: Matt to follow up with OCLC regarding harvest limit on OCLC records

Action: Matt to draft guidelines and share before next meeting

Action: Susan will email OMWG to ask them to review notices sent to patrons at next meeting.

Action: Matt to investigate why direct linking isn't working with Andrew

Action: Matt to follow up with Christie's feedback on testing it in the sandbox

Action: Matt to follow up with IT on SSO and determine next steps for setting up NCIP

Action: Matt to share Primo BO training videos with Linda and Susan

Action: Matt to create Primo BO accounts for Linda and Susan

Action: Matt to forward summaries of release updates to members

Action: Members to flag any Alma/Primo updates that are of concern/interest

Action: Matt to send information about NERS before next meeting

Action: WG members to review new TOU for next meeting

Action: Matt and Susan to plan to form Primo sub-group

Action: Linda to send Matt emails regarding Fulfillment Note issue

Action: Matt to review and submit Fulfillment Note solution to dev team

Action: Matt to send follow up email clarifying rollout of CDI migration

Action: Susan to extend invite to Alma WG meeting to SAIL members

Action: Matt to update TOU and share with SAIL members