**Alma-Primo Working Meeting Agenda**

**March 3, 2020**

**10:00am – 11:00am**

**TFDL 410**

1. **Alma WG Terms of Reference**

* Revised and approved
* Action: Susan to follow up with invite to Doug for WG
* Action: Susan to ask Annie for member from ASC

1. **Primo sub-group Terms of Reference**

* Reviewed and revised
* Discussion:
  + More details on composition needed. Decided:
    - One service staff representative
    - One librarian representative from different subject areas
      * Humanities  and Social sciences
    - One public services representative
    - General call for other members
  + Group will meet once a month
  + Term will be 1 year and renewable
* Actions:
  + Susan to ask Melanie Byod to be a librarian representative
  + Heather to ask Nadine Hoffman to be a librarian representative
  + Mary to ask Carla to recommend a service staff representative
  + Matt to send out a general call for additional participants

1. **Alma user account guidelines**

* Reviewed, and revised
* Actions:
  + Matt to investigate relationship between user record expiration date and roles
  + Susan to investigate LCR confidentiality agreement and Matt to add to guidelines
  + Members to review managers roles and what positions need these
  + Members to review role profiles for validation and clean up for next meeting
  + Topic will be added to next meeting agenda for follow up

1. New issues/enhancement Alma/Primo release updates (Please review before the meeting so we can discuss)

* Content services: Adding local fields to community zone records
  + Need to explore if we can use this to replace creating our own records
  + Potential project for content services to work on
* Fulfillment: Print Daemon for replacing email printing of hold slips
  + Allows flexibility with printing hold slips
  + Actions:
    - Matt to test in sandbox and if it works well we will consider rolling it out to replace email printing in TFDL and branches.
    - Matt to share with SAIL libraries

1. **NERS voting (see attached email)**

* Discussion:
  + How should we go about voting?
  + This year, all members of the Alma working group will review the enhancements and choose which they think would be best to vote for. We will review our choices and decide how to distribute our votes via email before the March 21st deadline.
  + In the future, the Primo sub-group will be responsible for the Primo NERS voting
* Actions:
  + Matt to share enhancements with members
  + Members to review enhancements, choose top enhancements (top 5?), and send to Matt before March 15th.
  + Matt will compile choices and send out to members by March 17th
  + Members will decide via email how to distribute our 100 votes and submit before March 21st deadline.

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

* Actions:
  + Matt to send follow up email to members and to ask for additional updates.
  + Matt will add email updates to minutes

1. **Roundtable**

* Heather D’Amour
  + Rialto Working Group will be formed soon
* Action:
  + Matt to look at options for sharing documentation outside of SharePoint (such as a Libguide) to make working group documents more accessible for SAIL members.

**Updates on action items from February 2020 meeting**

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

* Update: Matt emailed OMWG list
* Follow up action: Can Mary or Linda provide an update on this?

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

* Update: After investigation, it appears the harvest limit is actually due to a bug in the harvest. I have forwarded the solution to Kathryn and Chelsea. We have discussed make the fix and running the pipe manually.
* Follow up action: Matt to follow up with Kathryn regarding manually running this.
* Update: Matt ran the pipe successfully and will set a reminder to run it manually once or twice a month.

**Action: Matt to draft Alma Account guidelines and share before next meeting**

* Update: Matt drafted and shared with working group members. Reviewed in meeting.
* Follow up action:
  + Finish reviewing in future meeting.
  + Finalize and upload to Sharepoint.
  + Use Analysis saved in shared folder to review and clean up users with administrative roles
  + Use spreadsheet to validate role profiles
  + Matt to investigate the expiration of user accounts and roles

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

* Update: Email sent to OMWG with a deadline of April 30 to review the letters on SP, gather comments and provide feedback as a group to Matt.
* Follow up actions: No follow up necessary

**Action: We had discussed that we ideally did not want staff to be creating internal accounts for General Associates because this creates issues with the Peoplesoft user load, creates work for staff, and may be putting us at risk for violating our licenses for e-resources. 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.**

* Update:
  + Susan working with HR to determine how well General Associates are being loading from Peoplesoft. There appears to be a discrepancy between those loaded in Alma and those in HR’s list.
  + Susan drafted a communications plan to inform faculties that General Associates will now be added to the library system only through the Peoplesoft load and e-resource access will require the user to set up their UCIT account.
  + Matt determined that when General Associates are loaded into Alma they come in as staff (Support or Academic). They are updated in Alma in one of two ways:
    - Manually switched to internal by staff to assign an “Associate – University of Calgary” statistical category to their statistics tab and to change their Primary ID and assign an internal password (this gives them access to EZproxy using a script Andrew P. and Nella created). Process found [here.](https://library.ucalgary.ca/c.php?g=705321&p=5018451) This is a problem, because if the user is updated in Peoplesoft, their Alma record will not be updated because we broke the connection.
    - If the Associate gets a Unicard, there is a script that Nella created which uses the Alma API to update their Alma record. The script adds the “Associate – University of Calgary” statistical category based on their Unicard “Card type code” (example user 10177092)

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

* Update: Matt submitted a case and Ex Libris confirmed the issue with the online service order issue will be resolved in the June 2020 update
* Follow up action: Matt to confirm with Andrew that Direct linking is disable until the issue is resolved
  + Update: Direct linking disabled until Ex Libris update released.

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

* Update: Went live with Unpaywall in production. Will assess in April 2020.
* Follow up action: Matt to investigate if this can be reported on in Primo Analytics.

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

* Update:
  + No update from IT on SSO
  + Heather D. asked Document Delivery for documentation on how they use the desktop Relais application
* Follow up action: Heather D. and Matt to meet with Mark from OCLC about NCIP and staff webportal for Relais

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

* Update: Matt sent the training videos

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

* Update: Matt created the accounts

**Action: Matt to forward summaries of release updates to members and members to flag any Alma/Primo updates that are of concern/interest**

* Update: Matt sent updates. We reviewed them in the meeting.
* Follow up action:
  + Matt to test printing application
  + Content services to investigate adding local extensions for community zone-lined bibliographic records (Feb 2020 release). How can we use this? [Documentation](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/040Resource_Management/040Metadata_Management/040Working_with_Bibliographic_Records/Working_with_Local_Extension_Fields_for_Community_Zone_Records)

**Action: Matt to send information about Primo NERS before next meeting**

* Update: Matt sent next week after voting starts (March 1st)
* Follow up action: Decided we will review the enhancements and identify request we want to vote. Send these to Matt by March 15th. Matt will share back these results and will determine through email how to vote.

**Action: WG members to review new Alma WG TOU for next meeting**

Update: Reviewed, revised and approved in meeting.

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

* Update: Drafted and shared. Reviewed and revised in meeting.
* Follow up action:
  + Matt to revised draft.
  + Members to recruit members to for specific composition requirements.
  + Send general call to all staff before next meeting.

**Action: Linda to send Matt emails regarding Fulfillment Note issue and Matt to review and submit Fulfillment Note solution to dev team**

* Update: No update
* Follow up action: Matt and Linda to meet before next meeting

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

* Update: Matt sent email. Linda provide additional clarification about how CDI migration will be handled.
* Follow up action: Linda can you provide more of an update about how this is going?

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

* Update: Invitation extended
* Follow up action: Future meetings will be set up for remote attendance