

CCLINC Steering Committee

Monday, June 23, 2003
Conference Call 919 733-2438

Members:

3Dan Swartout, Chair
3Terri Holston, District I Representative
3Linda Leighty, Lending Services Subcommittee Chair and District II Representative.
3Ernest Avery, District III Representative
Renee Watson Dusenbury, District IV Representative and Media Booking Subcommittee Chair
Chris Meister, District V Representative
Vickie Kolomechuk, District VI Representative
3Libby Stone, Acquisitions Subcommittee Chair
Teresa Frohock, Cataloging Subcommittee Chair
3Ellen Williams, Serials Subcommittee Chair
3Bob Blackmun, NCCCS IS and IIPS Representative
3John Wood, CCLINC/Sirsi System Administrator
3Ruth Bryan, Coordinator of Library Technologies
3Roxanne Davenport, Coordinator of Bibliographic Information

Dan Swartout called the meeting to order at 3:05 pm.

Old Business

1. Locations: Dan reviewed the email from John Wood that contained the report with a list of location names. Dan said that the Committee has supported new locations in the past, and that he has three additional requests, including those from Debbie Luck at Randolph CC. Dan asked whether we are comfortable with approving requests for additional locations. Libby suggested that we should allow additional locations in those cases in which the LRC needs an additional location to be able to have those that make sense to their students. Roxanne suggested that it might become necessary to develop naming conventions to prevent future difficulties with searches. She said that she had put the list in alphabetical order and found only one potential duplication (lease vs. leased books). Linda said that the duplication was the result of specific needs ('hold'-able vs. non-'hold'-able) of a particular college during the initial implementation. Roxanne and John both suggested that some care should be taken to ensure that patrons as well as LRC staff understand the location names. Linda asked whether the location names that have less than 25 occurrences could be investigated by John to determine which colleges are using the name and the purpose, and whether the record itself is correct. This would provide information to the colleges, and would be helpful to the Steering Committee in future decisions. John agreed to send the information to Teresa to have her ask the catalogers to determine whether, and how, they may be using the location names.

Roxanne asked if the Steering Committee needs to come up with criteria if it is going to decide which location names need to be added rather than simply adding them on request. Dan proposed that he would talk to people who have requested the location names and consult with John to ensure that they're not similar to existing names, and then approve the new locations if there are no apparent problems. John said that we need to know whether the location is 'hold'-able and whether it is shadowed. John cautioned that colleges may want to add their department names, and there may be a conflict between colleges re locations being 'hold'-able or not and 'shadowed' or not. Libby suggested that the default would be 'hold'-able and individual colleges would have to contact anyone who attempted to 'hold' an item if they don't allow that.

Dan re-stated the process described above and the Steering Committee agreed without objection.

2. Shadow at title level for AV equipment: Bob reviewed the notes from the previous meeting. Dan reported that the media booking and cataloging committee members support doing so for AV equipment.

A motion by Dan, seconded by Ernest to approve shadowing at the title level for AV equipment was approved unanimously.

3. Subcommittee Chairs: Dan reported that two of the chairs have reported that they are seeking new Committee chairs, and he is asking all of the Chairs to do so. Linda asked what we should do if none of the existing Committee members are willing to Chair the Committee. Libby said that she had ended up continuing as Chair when she could not find someone to do so. Roxanne suggested that the duties of the Chair be reviewed to see if changes could be made to reduce the workload on the Chair. Dan will again ask Chairs to find new Chairs before the LRA meeting in July. The Committee members further discussed the reasons that people are not willing to Chair committees.
4. New item types – (Teresa, Wake Tech): Item types for audio books and CD's have been requested. There are item types and/or home locations for audio books, etc. John doesn't think that it is necessary or desirable to add the requested items types, and pointed out that the Committee has previously decided not to add item types when an appropriate item category exists. Libby agreed to contact Teresa for more information, for further discussion at a future meeting.

New Business

1. Subcommittee for reports: Ruth reported on responses to her email on forming a Reports Committee. She named a number of CCLINC members that are interested in serving. She is still working with the person that we would like to Chair the committee, and whether this will be standing vs. ad-hoc committee. The discussion will be continued at the next meeting.

2. CCLINC serials agreement draft: Libby said that the agreement has been discussed in the past, and needs to be approved so that it can be posted on the Web site. In response to a question, John reported that the monthly process to remove discards will clean up any items that have been circulated through 'add brief title' once the item is no longer checked out. Libby reported that some colleges have not cleaned up all of their old records, but we have minimal ability to enforce the policy. Roxanne suggested that having the published policy is a necessary first step to enforcement. She further said that the document is a work in progress but should be approved and posted as a first step.

A motion by Libby, seconded by Linda, to approve the agreement was approved unanimously.

3. Other business: Ruth reported that Unicorn 2002 will be loaded on the test system in July and then implemented on the production system in August. She encouraged everyone to test the new software, and will be sending more information shortly.

The next meeting will be during the LRA meeting on July 17th.