

Steering Committee Minutes
March 12, 2002

Gloria Sutton, Bridges II Editor
Gretchen Bell, Training Subcommittee Chair
Luella Teuton, Past Steering Committee Chair
Renee Watson, Media Booking Chair
Stephen Hawkins, District II Representative
Susan Williams, District VI Representative
Teresa Frohock, Cataloging Subcommittee Chair

Old Business

Noca2ndBill

Both the noca1stbill and noca3rdbill talk about outstanding bills; however, noca2ndbill refers to item that are checked out and not to a bill. A solution was suggested to change the wording on noca2ndbill from:

- Reminder: Library records show that you have the following item(s) checked out. Please return any items you no longer need and/or renew those you wish to keep. Thank you.

To:

- Reminder: Library records show that you have been billed for the following item(s). Please contact the library to settle this at your earliest convenience.

The Steering Committee approved the suggestion and John Wood/Sirsi will implement the changes.

Campus Cruiser

There is a student information portal being put into place across the community college system. It is not going to replace or infringe on anything that CCLINC or individual colleges set up. Each college is able to set up their new 'student portal' to include appropriate links to CCLINC (or any other web site) as this new system is implemented. The Steering Committee has attempted to look at an example of what this portal would be like in the past, however, we were unable to due to technical difficulties. Those problems have been solved and thanks to Bob Blackmun, members of the Steering Committee are now able to set up a user name and password to view the portal.

All members of the Steering Committee are encouraged to take a look at Campus Cruiser so that the Steering Committee can make a recommendation regarding where and how connections to CCLINC will be provided on this new student information system.

System Administrator Job Description

NCCSO expects to receive a signed copy of the System Administrator's job description from Sirsi prior to the March 1st meeting of the State Board, at which time it is expected that the State Board will approve the job description. NCCSO plans to share it as soon as it is approved.

New Business

Set date/time for next meeting

Kathy Martin will be emailing the Steering Committee members to determine a time and date for the next meeting that will be more suitable for more people. The meeting will be via phone conference and will occur some time in April. If you have anything that you would like to see on the Steering Committee agenda, please email Kathy or any member of the Steering Committee.

Additionally, an updated contact list for Steering Committee members has been attached.

LRS asks Steering Committee for approval to activate circulation functions

LRS requested approval from the Steering Committee to move forward with the project of activating the circulation functions in the account that was set up for Librarian resources at the time the Sirsi Unicorn System was activated. This is due to a project undertaken by LRS this year to increase awareness by System Office personnel of the CCLINC library system, its role in the educational programs offered by

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the colleges and its benefits to student and faculty. This project is also designed to make the System Office personnel aware of the need for additional funding to maintain a core collection of materials for on-site use and for licensing of electronic resources that be use on site or remotely. In short, the project is designed to make System Office more aware of, and appreciate, what the CCLINC library system can do for them.

The Steering Committee approved LRS to move forward with the project of activating circulation accounts.

LRS also requested the Steering Committee to determine what annual fees will be assessed for use. Kathy Martin will be administering an email vote to the members of the Steering Committee to determine the fee for LRS. The Steering Committee members present today recommend that an annual fee of \$100 be the cost.

New Location Request

Randolph Community College requested two new home locations of PHOTO DEPT and DESIGN CTR because they have a large amount of material checked out departments and is misleading to patrons searching their catalog.

The Steering Committee has denied the request and would like to suggest adding call number prefixes to these materials (for example, most reference books are REF AB.N123) to show location.

Upgrading of the Unicorn Client

CCLINC is currently running the Unicorn 2000 version 11.5 software. The Steering Committee discussed upgrading to Unicorn 2000 v. 11.6 or Unicorn 2001. Version 11.6 fixes some bugs related to display issues in WorkFlows. Unicorn 2001 is that last full major release and was released about a year ago. The new feature in Unicorn 2001 is the Demand Management which changes the way holds are processed. It allows schools to set priority of patrons by school, so that if there is material that one of your patrons had a hold on, and another library's patron had a hold on it, your patron would receive the material first.

The Steering Committee needs to decide which upgrade to do. Both would require loading new software on the server as well as downloading the new client to each individual's workstation. Thelma would be upgraded first, with a testing period. The upgrades would not be able to take place until after we are finished with training, and the system would have to be down for a couple days.

Ruth Bryan is going to come up with a list of significant change in Unicorn 2001.

Request from Isothermal CC

Isothermal CC would like to have us open our Z39.50 link to Louise for 2 reasons:

1. to provide their patrons with seamless access to our catalogs from theirs
2. to export MARC bibliographic records

The Steering Committee has turned this request over to the Cataloging subcommittee to investigate the MARC records aspect and come up with a recommendation. Depending on the recommendations of the Cataloging subcommittee, the request may then go on to the Circulation, Cost, and ILL subcommittees to investigate the impact on those services.

Items submitted for approval by the Serials Subcommittee

- Removal of all serial control records added in Louise.
- Require users to disable the following functions: a) Duplicate b) Ad copy c) Recently arrived
- Require users to a) Display MARC holdings b) Use the prescribed policy for temporary record removal c) Collapse retrospective holdings (in other words delete individual copy records- should only need 1 call no./copy)

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- Require users to complete training before using serials functions in Louise and to sign off on serials agreement

The Steering Committee approved all of the above items.

In regards to the removal of all serial control records created in Louise, the Steering Committee passed a prohibition at the September 12, 2000, Steering Committee meeting which stated, "Effective **IMMEDIATELY** : ALL active serials accounts are to stay in the TEST SERVER ~~(file)~~ when working with their title records until further notice from the Serials Subcommittee..." There should not be any serial accounts in Louise, and if there are, they have not been added according to the approved serial procedures. In order to have ~~shared~~ database meet the approved standards then, anything deleted will have to be reentered according to the approved procedures.

ILL

There have been several issues reported dealing with schools following ILL procedures incorrectly. The Steering Committee would like to emphasize that it is important for everyone to follow the same procedures step by step and send out a reminder that if a school continuously follows the steps incorrectly, this can be brought to the Steering Committee, which can ~~thide~~ ~~decask~~ John to turn off the offender's access to ILL functions. The privileges will remain off until the offender receives the proper training.

A point was brought up that several of the directors have not received approved library procedures. Each subcommittee chair is asked to send out any procedures already approved by the Steering Committee to the contacts for the appropriate area as well as the library directors..

Subcommittee Updates

Acquisitions Subcommittee Update by Libby Stone

The acquisitions subcommittee met via conference call on Tuesday, Feb. 26. Some of the acquisitions users phoned in, and asked some very good questions. The committee discussed offering basic training for new users in early May; Ruth Bryan is going to schedule ~~for~~ ~~the~~ training. After the meeting, Libby Stone sent out a survey through ~~mail~~ to determine who is currently using SIRSI acquisitions, and who is not using it but would like to have the training so that they can begin using it.

Kathy's note: Minutes from the Acquisitions Subcommittee meeting are in Appendix A.

Bridges Subcommittee Update by Gloria Sutton

No update submitted.

Cataloging Subcommittee Update by Teresa Frohook

No update at this time.

Circulation/Reserves Subcommittee Update by Dan ~~bowler~~

No update at this time. Dan said the circulation subcommittee would get the aforementioned approved documents (see "ILL" under "New Business") to the library directors and circulation/reserves contacts ASAP.

ILL Subcommittee Update

The ILL subcommittee still has no chair. Kathy Martin emailed the members asking for a volunteer to step up. There has been no reply to this plea, so Kathy is going to call the ILL subcommittee members individually.

Media Booking Subcommittee Update by Renee Watson

No update at this time.

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Serials Subcommittee Update by Ann Whitehurst
2/28/02

Serials procedures were sent to 3 volunteers for testing on 2/14. The committee met via conference call on 2/20. Serials procedures & accompanying documents were sent to all contacts on 2/27 with an inquiry regarding training interest. Training is being planned for April 22 in Raleigh. The old serials agreement is being studied to determine changes to be made to reflect current needs. The following are proposals needing Steering Committee approval:

1. Removal of all serial control records created in Louise
2. Require users to disable the following functions: a) Duplicate b) Add copy c) Recently arrived
3. Require users to a) Display MARC holdings b) Use the prescribed policy for record removal c) Collapse retrospective holdings (in other words, delete individual copy records should only need 1 call no./copy).
4. Require users to complete training before using serials functions in Louise and to sign off on serials agreement (mentioned above).

The Steering Committee approved all 4 proposals.

Training Subcommittee Update

There was no updated submitted by the chair.

Ruth reported that Academic Reserves training will be held this Friday, March 15 at the Caswell Building in Raleigh. Serials training is scheduled for April 22 and around 15 people are expected. Acquisitions training is scheduled for May 7 and so far 13 people have shown interest, just from surveying the libraries. The acquisitions training will cover the basics and there will be a more advanced one offered in the future. Roxanne will be doing another "Roxanne's Roadshow" in the near future (probably the end of May); people new to the system and cataloging jobs will have first priority.

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