

IMPLEMENTATION COMMITTEE
MEETING
August 10, 2000

The CCLINC Implementation Committee met at Sandhills Community College on August 10, at 1:00 p.m.

Present were

Luella Teuton	Sandhills Community College
Raye Oldham	Sandhills Community College
Linda Stone	Central Carolina Community College
John Wood	Rockingham Community College
Angela Sox	Gaston Community College
Debbie Luck	Randolph Community College
Bob Blackmun,	System Office
Pam Doyle	System Office
Ruth Bryan	System Office

The meeting was brought to order by Luella Teuton.

ITEMS COVERED:

Data: As a result of the users meeting on Monday, August 7, Bob and Pam had two conference calls to Sirsi. Sirsi has a team of people prepared to get the database running properly. They offered to do a reload on a separate server, and give the libraries three days to compare it with what had been extracted from the ABT tape. If that data shows an improvement over the current database, they would then load that on the production server as our final database. Transactions that occurred since July would be lost.

There was discussion over whether the benefit gained by this process would be enough of an improvement to risk the potential problems and loss of transactions.

While we appreciate Sirsi's offer, everyone agreed that it would be best to leave the database as it is now.

Reports: Since this is an area of great frustration, and not realistic for Eric to run all the reports for each school, Sirsi is working toward each school running their own reports.

At this time, reports will work as follows:

- Only one person per school will be running reports. Ruth will contact directors and ask them to designate a staff member for this task. This must be kept to a minimum because staff logins will need adjusted.
- Each school will be assigned one day per week to run their reports.
- Ruth will send out a list of the reports available at this time. Reports not on this list must be generated and prioritized by Eric.

Everyone agreed that overdues, holds, etc. should be run more than once a week, but this will get us started for now.

Overdue Notices: The Implementation Committee agreed on the following wording for overdue notices so that these could begin running ASAP. “The following library materials are overdue and fines may be accruing. Please return them as soon as possible. Thank you.” The information listed will be call number and title of the item.

Communications: When sending a message to the helpdesk or Eric, be sure to do a cc. to Ruth Bryan. This will improve turnaround time and reduce overlapping of questions. Eric will notify the person who asked a question when he has to forward the question to another Sirsi staff member.

Generic Logins: The generic logins for each school allow too much access for most staff. These will be disabled in the near future.

Test Server: Effective Monday, 8/14/00, all training should be done on the test server.

OTHER ITEMS

1. Stanly Community College requested that the location VIDEOS be holdable. There will be no changes to the list from 8/7/00. Any school needing a location other than those currently existing must create one and state whether or not it is holdable. The task of changing the location of the applicable items will fall to the school requesting this location.
2. Materials Booking and Acquisitions issues will be discussed by their subcommittee. This committee will present recommendations and questions as they arise.
3. The number of holds users can place is: Faculty and Staff are unlimited, Students are 7 and Special student and Nonstudent are 5.
4. Eric will customize our WebCat.
5. Ruth is pursuing information on the StandAlone feature.
6. Ruth is asking Eric about bounced email.
7. Maximum fine is global and will remain at \$10. We will pursue having more choices after more pressing issues are resolved.
8. This system currently allows the same item to be checked out to more than one user at the same time. This feature should be turned off in the near future.
9. We have asked that Sirsi look at ways of restricting alteration of bib holdings or user records to the owning library.
10. Any patron blocks are determined by the Circ. rules set up by each library.
11. Ruth will ask Eric the following questions:
 - Are reserve charges, serials charges, or renewals included in Circ. statistics reports?
 - If \$0 is the book price in an item record, will an overdue notice show \$0 as the price or leave it blank?
 - Is there a default price that can be in the system for an item? What about a processing fee? If so, is this global?
 - Can the number of notices be different for different user profiles?
 - Does Sirsi recommend specific mailer products for overdues?

12. Check-ins are showing up in STACKS. We would like Eric to switch this so they show as RESHELVING for 24 hours, then go to the home location.
13. We have asked that the primary address template that is displayed when creating a new user record be changed to Street, City/State, Zip, Phone, Email, Blank line, Blank line. Ruth is asking Eric if this will create any problems in reports or otherwise. Current user records will remain as they are and can be modified by individual libraries.
14. Universal Borrowing Card : The ILL Committee will discuss this and make a recommendation to the Steering Committee.
15. Staff members trying to set items to mending may want to select REPAIR as the current location.

Ruth will send Eric's answers to the questions listed above.

John Wood agreed to join Dan Swartout in helping answer questions.

The meeting adjourned at 3:50 p.m.

Prepared by:

Betty Riffe
Raye Oldham