

Minutes of the CCLINC Steering Committee Meeting
Written by: Kathy Martin & Roxanne Davenport
February 12, 2002
1:30 pm via conference call

Decisions:

- Proposals to be voted upon that will result in changes to the CCLINC Cooperative Agreement (see "CCLINC Cooperative Agreement" for further information)
- The Steering Committee approves & supports the following recommendation by the Cataloging Subcommittee: "...the cataloging committee does NOT recommend that we add eBook bibliographic records into the CCLINC database." (See "Cataloging Subcommittee Update for more details)
- The following title fields will be added to the list of fields to be searched when a title search is performed in WebCat: 240, 246, and the 505. (See the "Cataloging Subcommittee Update for more details)
- An ISBN icon will be placed in SmartPort (see the "Cataloging Subcommittee Update for more details)
- The "Held by" field in bibliographic records will be suppressed in WebCat. (See the "Cataloging Subcommittee Update for more details)

News:

- This was Raye Oldham's last meeting, as she has resigned as chair of the ILL Subcommittee. Thank you, Raye, for a terrific job! We will miss you!
- Possibility of acquisitions training for new acquisitions users this summer (see "Acquisitions Subcommittee Update" for more information)
- Reserves training on the way!
- Circulation training a great success! A special thank you to Sandy Sanderson from Edgewcombe Community College for being the trainer!

In this issue:

- Next meeting date/time
- CCLINC Cooperative Agreement
 - Proposals to be voted upon
 - Proposed change to be made without a vote
 - Proposed changes that will not be made
 - Other issues brought up for discussion
- Subcommittee Updates

Present:

Ann Whitehurst, Serials Subcommittee Chair
Dan Swartout, Circulation/Reserves Subcommittee Chair
Gloria Sutton, Bridges II Editor
John Wood, Sirsi SA
Kathy Martin, Steering Committee Chair
Libby Stone, Acquisitions Subcommittee Chair
Raye Oldham, Interlibrary Loan Subcommittee Chair
Renee Watson, Media Booking Chair
Roxanne Davenport, NCCCS Coord. Of Library Info
Ruth Bryan, Coordinator of Library Information Technologies
Teresa Frohock, Cataloging Subcommittee Chair

Absent:

Bob Blackmun, Associate VP for Information Resources and Technology
Chris Meister, District V Representative
Gerry O'Neill, District I Rep
Gretchen Bell, Training Subcommittee Chair
Luella Teuton, Past Steering Committee Chair
Pam Doyle, Director NCCCS LRS
Stephen Hawkins, District II Representative
Susan Williams, District VI Representative

Next Meeting Date/Time

March 12, 2002, 10:00 am via phone conference.

If you have anything that you would like to see on the Steering Committee agenda, please send it to Kathy Martin at: kmartin@pcc.pitt.cc.nc.us, or any member of the CCLINC Steering Committee by Friday, March 1, 2002, at the latest.

CCLINC Cooperative Agreement

The Steering Committee reviewed suggested changes and revisions that had been submitted for the CCLINC Cooperative agreement. Several of the suggested changes and revisions will go to the User's meeting, to be held at the LRA Conference. As is discussed under the "Evaluation" section of the Cooperative Agreement, at the User's meeting, each participant to the agreement will receive one vote. For example, each library in attendance at the meeting will get one vote, not each person. A quorum consists of those present, and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the User's group meeting and also in the minutes of the User's group meeting.

Following the User's meeting, the Steering Committee will meet to formally adopt the proposals that have passed. A revised copy of the agreement will then be distributed to all of the participating institutions.

Proposals to be voted upon

How to read this section: The first bullet lists the sentence or sentences that the revision has been proposed for. The words that will be changed, if the proposal passes, are highlighted. The second bullet lists the sentence or sentences with the proposed revisions in italics and highlighted. If you have any questions, about any of this information, please contact any member of the Steering Committee who was in attendance at this meeting. It may be necessary to refer to the current CCLINC Cooperative agreement for context to fully understand the proposed changes. A copy of the CCLINC Cooperative agreement has also been sent out with these minutes.

Under the "Training" Section of the agreement, change:

- "It **also agrees** to train local library staff in those CCLINC functions it has been responsible for, especially acquisitions and the creation of bibliographic records..."

To:

- "It **is available** to train local library staff in those CCLINC functions it has been responsible for, especially acquisitions and the creation of bibliographic records."

Under the "How to Exit" section of the agreement, change:

- "If the college decides to exit the consortium, it must **make a formal proposal**, which includes the college's exit date and the method for extracting or removing their data, to the Steering Committee. The **proposal** must be **made** at least 90 days prior to the beginning of the fiscal year. Any college wishing to exit after 90 days prior to the beginning of the fiscal year is responsible for their share of

the costs for the coming fiscal year. Once the Steering Committee **approves** the college's **proposal** to exit, LRS will arrange for the extraction of the college's data from the shared database, at the exiting college's expense."

To :

- "If the college decides to exit the consortium, it must **submit a written notice**, which includes the college's exit date and the method for extracting or removing their data, to the Steering Committee. The **notice** must be **submitted** at least 90 days prior to the beginning of the fiscal year. Any college wishing to exit after 90 days prior to the beginning of the fiscal year is responsible for their share of the costs for the coming fiscal year. Once the Steering Committee **receives** the college's **notice** to exit, LRS will arrange for the extraction of the college's data from the share database, at the exiting college's expense."

Under the "Evaluation of Agreement" section, change:

- In February, the Steering Committee will **identify** and **distribute any** proposals to be voted on by the membership at the **Spring** User's group meeting. Each participant to the agreement will receive one vote. A quorum consists of those present and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the User's group meeting and also in the minutes for the User's group meeting.

To:

- In February, the Steering Committee will **evaluate** and **decide which** proposals **are** to be voted on by the membership at the **next** User's group meeting. Each participant to the agreement will receive one vote. A quorum consists of those present and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the User's group meeting and also in the minutes of the User's group meeting. **Should any proposals pass, a vote will then be taken by the members present to determine if the agreement needs to be re-signed.**

Under the "Evaluation of Agreement" section, change:

- Following the **Spring** User's meeting, the Steering Committee **meets** to adopt the proposals that passed. The Steering Committee will then distribute the revised copy of the cooperative agreement to all participating institutions. **Proposals that result in amendments** to the cooperative agreement must be signed by the appropriate party or their designee and returned to the Director of LRS. Upon receipt of the signatory page, the Director of LRS will return the original to the college and keep a copy at LRS. The Director of LRS will notify the Steering Committee upon receipt of all the signatory pages.

To:

- Following the **User's meeting**, the Steering Committee **will meet** to adopt the proposals that passed. The Steering Committee will then distribute the revised copy of the cooperative agreement to all the participating institutions. **If the participating institutions at the User's group meeting voted that the agreement needs to be re-signed**, the cooperative agreement must be signed by the appropriate party and returned to the Director of LRS. Upon receipt of the signatory page, the Director of LRS will return the original to the college and keep a copy at LRS. The Director of LRS will notify the Steering Committee upon receipt of all the signatory pages.

Under the "Evaluation of Agreement" section, **add**:

- *Should a participating institution choose not to sign the cooperative agreement, that institution must still follow the responsibilities laid forth in the cooperative agreement. Additionally, members from the non-signatory institution cannot serve as subcommittee or committee chairs, and the non-signatory institution does not receive a vote in CCLINC matters.*

Proposed Change to be made without a Vote:

Under the "Distance Education" section in the agreement, change:

- "Each library will develop **it's** own local procedures..."

To :

- "Each library will develop **its** own local procedures."

Since this was merely a correction of grammar and did not change the meaning of the agreement, the Steering Committee decided that this change could be made without taking a vote of the participants.

Proposed Changes that **will not be made (explanation follows):**

Under the "North Carolina Community College System Office & LRS" section in the agreement, change:

- "The NCCCSO LRS also assists with acquisitions in an advisory capacity and **assumes the greater burden for cataloging and database quality functions, so as to free college library staff for public service...**"

To:

- "The NCCCSO LRS also assists with acquisitions in an advisory capacity and **is responsible for quality control.**"

Under the "Shared Database" section in the agreement, change:

- "LRS agrees to provide leadership and support to the college libraries in **maintaining database quality, specifically by providing cataloging and database quality control services, consulting in acquisitions and cataloging processes, and promoting cooperation among all CCLINC participants.**"

To:

- "LRS agrees to provide leadership and support to the college libraries in **database quality control, as a consultant in acquisitions and cataloging processes, and promotion cooperation among all CCLINC participants.**"

For the above two items, the changes proposed to the "North Carolina Community College System Office & LRS" and the "Shared Databases" sections, the Steering Committee decided to leave the wording as it is. This decision was made because LRS does indeed provide those services stated. The extent to which each participant makes use of the services offered by LRS is up to that particular participant. The provisions, as written, state that the services are "provided," in the same way that they have been since Library Services was established in the 1960s, but nowhere does the wording mandate a participant's usage of the services or define the extent to which a participant may elect to use the services.

Other issues brought up for discussion:

Under the "Collection Development" section in the agreement:

- "Wherever possible, the CCLINC libraries agree to coordinate collection development to serve the information needs of the distance education students, to serve the information needs of the libraries, and to reduce duplication of specialized learning resources."
- The statement was made, "We know nothing about this topic and have no coordination in the past."
 - Members of the Steering Committee devoted a lot of time to discussing this particular topic during the months the last revision of the Cooperative agreement took place. The conclusion that the Steering Committee reached was that simply by the fact that the CCLINC participants have a joint database influences collection development, even if it is not overt. Originally, this document was made in an effort to help libraries address issues with SACS, and just because it has not been done overtly to this point does not mean that it should not be done. It is also in the agreement to encourage participants to start doing things of this nature. For these reasons, the Steering Committee decided to leave the wording as it is, and a vote will not be taken on this proposed change.

The following statement was made by a participant sending in suggested revisions for the CCLINC agreement: "Under the training responsibilities section, the agreement states that 'LRS agrees to arrange for and schedule training opportunities for local library staff to learn how to use CCLINC software' and 'agrees to train local library staff in those CCLINC functions it has been responsible for.' It appears that most of this responsibility for training and scheduling has shifted to the Steering Committee..." This was addressed at another Steering Committee meeting where it was decided that the subcommittees would be responsible for training in their areas. LRS has been instrumental in helping put these training sessions together, as well as providing a place to hold them. Furthermore, it is the role of the Training Subcommittee to determine what training is needed and to make requests for training.

Subcommittee Updates

Acquisitions Subcommittee Update by Libby Stone

The subcommittee will be having a conference call meeting sometime in February. We hope to include acquisitions users in this meeting. Among other things, we will be talking about the possibility of training for new acquisitions users this summer. Please send questions or topics for discussion to Libby Stone or any acquisitions subcommittee member. Some responses to the possibility of training were received from about six schools.

Bridges Subcommittee Update by Gloria Sutton

No update at this time.

Cataloging Subcommittee Update by Teresa Frohock

OLD BUSINESS:

1. Bridges II Manual update: The committee recommends that handouts from Roxanne's Road Show be included as the cataloging section of the Bridges II Manual. There were questions from various libraries as to peer to peer training and how much training was needed for certain wizards. Roxanne will clarify the language in the Road Show documents. While the exact wording is pending, the following intents will be made clear in the various levels of CCLINC cataloging procedures:

Peer to peer training is acceptable in the following capacities:

Fast Add

Verifying Bibs/Adding Holdings within the CCLINC Database

Because the improper use of SmartPort and/or editing of bibliographic records can have serious consequences for various libraries, the cataloging committee is standing firm on the requirement of training in the Unicorn Cataloging module and the use on SmartPort for these utilities.

THE NEXT TWO POLICIES HAVE NOT CHANGED IN THAT TRAINING IN THE UNICORN CATALOGING MODULE AND THE USE OF SMARTPORT IS NECESSARY:

Importing Bibs from the Library of Congress via SmartPort

Editing Existing Bibs/Original Cataloging (Brief or Full)

Roxanne noted there were some minor screen changes in WorkFlows 2000 that would need to be changed in the Road Show documents. She will work on the changes to the Road Show documents.

2. Continued training. Roxanne will continue to do bi-annual training sessions on the Unicorn Cataloging module and the use of SmartPort for any incoming staff. She will be contacting the cataloging committee with dates for these training sessions. However, in order for Roxanne to do proficient training on the Unicorn Cataloging module and SmartPort, it is necessary for staff members who attend these sessions to have a basic knowledge of cataloging practices and MARC records. It is the general consensus of the committee that the responsibility to hire and train competent staff in basic procedures of cataloging resides with the individual colleges. The cataloging committee will not schedule any more

SOLINET workshops for the CCLINC community as a whole. The decision for the need and level of SOLINET workshops will be left with the individual colleges to determine for their staff.

The cataloging committee is examining other alternatives to the SOLINET workshops. Pam Doyle has volunteered to look into a licensing agreement with the manufacturers of the CATSKILLS CD-ROM self-paced training module. This would give individual libraries the ability to give their staff in-house, self-paced training prior to sending them to Roxanne's workshops. Barbara Marson is researching websites that may provide options for self-paced basic cataloging information. Barbara is also contacting Ellen Dickey at Central Carolina Community College regarding the possibility of CCCC offering a cataloging mini-course or workshop through their program. Teresa Frohock is going to contact Central Carolina Community College regarding their on-line cataloging course to examine the possibility of Central Carolina waiving the pre-requisite for their Cataloging course for Community College library employees.

3. Global deletes: John Wood, CCLINC Systems Administrator, sent an e-mail recapping procedures for an annual system cleanup. For any item withdrawn for the fiscal year (in this case, 2001-2002) change the current location of items that are to be withdrawn to DELETED. Make no DELETED changes after June 30, 2002. July 2002 will be utilized to run all reports for the past fiscal year (2001-2002). During the first week of August 2002, John will do the system clean up, and everyone may begin withdrawing items once the system has been purged of the old records.

The cataloging committee has no reason to evaluate the policy set on global deletes. This matter has been dropped from our agenda.

4. NetLibrary MARC records: According to Jennifer Bielewski at SOLINET, it is almost certain the bankruptcy court will allow OCLC's purchase of the NetLibrary. The deadline for purchasing records has been extended to **June 30, 2002**. The cataloging committee has been asked to make a recommendation regarding adding eBook titles and bibliographic records to our database.

After evaluation of OCLC policies and requirements necessary for NetLibrary MARC records, the cataloging committee does NOT recommend that we add eBook bibliographic records into the CCLINC database.

Steering Committee response: This proposal has been approved and supported by the Steering Committee.

NEW BUSINESS:

1. Indexing Templates

The Steering Committee asked the cataloging committee to look at all the indexing templates in SIRS. According to the SIRS documentation, the 246 field is not one of the indexed fields in the title index. John looked into the SIRS documentation and found the following information:

"I looked this over, and the 246 field is not part of the current title search settings. I talked this over with Roxanne, and she thinks that all of the search headings would be best looked at once. I would guess that adding or removing from what is currently set up should be brought before the steering committee to decide. Once that is done, it should not take too long to make any changes.

Here is what is searched with the following search types:

Author 100, 110, 111, 700, 710, 711

Series 400, 410, 411, 440, 490, 800, 810, 811, 830, 840

Subject 600, 610, 611, 630, 650, 651, 690, 691

Title 130, 245, 440, 730, 740

John Wood”

The Steering Committee asked the Cataloging committee to look at the indexing templates and come up with comprehensive recommendations.

The Cataloging committee recommends adding the following fields:

Title – 240, 246, and the 505

Steering Committee response: this recommendation has been approved by the Steering Committee.

Roxanne is going to contact John regarding SIRSI’s ability to utilize title and author subfields in the 505 field. Pending this conversation, the cataloging committee may make further recommendations.

2. ISBN Icon in SmartPort.

John added an icon for an ISBN search in the test server for the cataloging committee to examine. The cataloging committee recommends the ISBN icon be added to the live server.

Steering Committee response: this recommendation has been approved by the Steering Committee.

3. Suppression of “Held by” Field in Bibliographic Records.

John has said that the “Held by” field in bibliographic records in WorkFlows can be suppressed, shortening the actual bibliographic record. Because information regarding holdings can easily be located in the volume folder of the record, the cataloging committee recommends suppressing the “Held by” field.

Steering Committee response: this recommendation was approved by the Steering Committee.

4. New members. There have been two resignations from the cataloging committee in the past year that can be filled. The cataloging committee is comprised of volunteers with no set number for membership on the committee, but it would be nice to put a call for members. Teresa will e-mail the CCLINC catalogers list to see if anyone would be interested in joining.

Circulation/Reserves Subcommittee Update by Dan Swartout

No report at this time.

ILL Subcommittee Update by Raye Oldham

No one has come forward to replace Raye as chair in spite of numerous pleas. Kathy Martin will call the members on the ILL Subcommittee to ask them to step up as chair.

Thank you, Raye, for all of your hard work on the ILL Subcommittee and as a member of the Steering Committee! You were a tremendous asset, and we are going to miss you!

Media Booking Subcommittee Update by Renee Watson

No update submitted.

Serials Subcommittee Update by Ann Whitehurst

The serials procedures will soon be sent to testing volunteers. Three records have been tried successfully in Louise. There are a few remaining questions being cleared up, after which a call will go out for volunteers to try the procedures in the test server. The committee will try to meet via conference call before the Steering Committee meeting to decide which items need Steering Committee approval.

Training Subcommittee Update

No update was submitted by Gretchen Bell.

Ruth Bryan has arranged a training session on Reserves to be held at the System Office in Raleigh at the Caswell Building, in the new training center located in the basement. It will be held from 9-3 on March 15, 2002, and taught by Charles Wiggins.

Ruth also reported that the Circulation training was very successful and had a total of 27 participants attend. A special thank you to Sandy Sanderson from Edgecombe Community College for teaching the Circulation Training.