

CCLINC Steering Committee
November 14, 2002
Minutes

Telephone meeting was called to order at 9:05 a.m.

Present:

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

Minutes of the October 3, 2002 meeting have been approved and distributed to CCLINC members via e-mail.

Old Business:

Global Editing: There was further discussion about the Global Edit Wizard. Received from Teresa Frohock, Cataloging Subcommittee Chair, a recommendation that the Global Edit Wizard be turned on for individuals with authority to use SmartPort. Roxanne thinks that Directors need to be aware that access is limited to those who have received Roxanne's Roadshow training (which includes Smartport), and Directors also need to designate the people who will have additional wizards/capabilities. Ruth agreed, saying that we followed that procedure in enabling SmartPort. Dan further reported that he had sent an email following the previous Steering Committee meeting about the decision. The Committee also discussed concerns about who is authorized to use the capability and that Directors should make the decision. Ruth will talk to John about this, and will request that the Directors identify the people who should have the global editing capability. Teresa stated that she had not heard significant complaints about problems with the materials that are being cataloged. Ruth will email the LRC directors requesting that they submit names of individuals that

currently use SmartPort for activation of the Global Edit Wizard. Dan stated that the Cataloging Subcommittee could review this if problems occur in the future.

New Business:

Approval of ILL Policy (previously distributed)

Linda Leighty

Linda referred to the updated version that has been distributed. Libby questioned one item relating to canceling holds and putting items in transit and wondered which version of the revision was correct. Libby stated that if a hold is cancelled at Cleveland, there is an option to put the item in transit, but Linda said at Pitt there is no option. We will have John look into this. Linda said that the Lending Services Subcommittee would like to adopt the policy as stated in the most recent revision.

Roxanne mentioned that the reference to mail being sent to Raleigh should be clarified to indicate that mail is sent through the State Courier Mail Center rather than Library Resources. At some colleges, the Courier number is required and USPS is not an option. This might create a problem if colleges do not have a Courier number. In some areas, colleges have problems with the State Courier service with delays and/or requirements to go to a central location and locate their own packages. Dan reported that these problems exist for Edgecombe CC's Rocky Mount campus. Ruth said that some colleges have requested or required that shipments be made via postal or other carrier that can be traced. Roxanne suggested that colleges that have specific problems or requirements related to the State Courier service should notify other colleges and seek cooperation. Linda will include this information in a message to each library. It was also suggested that this be included in detailed information about ILL services, contacts, etc., so that the campus ILL librarian can use this to work with their mailroom.

Linda proposed that she will clarify the language about canceling holds and will distribute the final version of the language. With this provision, the Committee approved the revised ILL policy unanimously.

Training: Ruth reported on the scheduled training sessions, Cataloging-Nov. 22nd, Circulation-Nov.26 and Reserves-Dec. 13th. She is scheduling Acquisitions, Serials, Media Booking, and Report Basics classes in January 2003. The classes have had good response from participants and scheduled sessions are filled or nearly filled at this time. With the exception of the Media Booking class that will be held at Central Carolina CC, the training sessions are scheduled in the Training Centers at System Office. Roxanne stated that class participants would need to print the handouts from the web site because the System Office will not be able to provide printed copies at the classes. Ruth has included this information in email to participants about the scheduled classes.

Committee Reports:

Acquisitions

Libby Stone.

No report.

Cataloging

Teresa Frohock

No report other than global editing. Teresa asked what all was included in the cataloging training on Nov. 22. Roxanne reported that the training would be the same as the previous 'Road Show' training classes as listed on the web site.

Lending Services

Linda Leighty

The Subcommittee has been updating the contact list for ILL and has distributed updated versions, and will send another update as a result of today's discussion and decisions. Dan also said that changes in personnel need to be reported to Linda.

Media Booking

Renee Watson

Training is the main concern. Jan. 16 – 17 are being considered for training.

Serials

Ellen Williams

No report (from Libby in Ellen's absence).

Next Meeting:

Dan Swartout

Wednesday, January 15th at 3 p.m.

The meeting was adjourned at 9:45 a.m.