

**Minutes of the CCLINC Steering Committee Meeting
September 12, 2002 at 9:00 a.m.**

Present:

Dan Swartout, Chair
Libby Stone, Acquisitions Subcommittee Chair
Bob Blackmun, NCCS IS and IIPS Representative
Ellen Williams, Serials Subcommittee Chair
Terri Holston, District I Representative
Linda Leighty, Lending Services Subcommittee Chair and District II Representative
Renee Watson, Media Booking Subcommittee Chair and District III Representative
Vickie Kolomechuk, District VI Representative
Pamela Doyle, Director of Library Resources
Roxanne Davenport, Coordinator of Bibliographic Information
Ruth Bryan, Coordinator of Library Technologies
John Wood, CCLINC/Sirsi System Administrator
Gloria Sutton, Bridges II Manual Editor
Teresa Frohock, Cataloging Subcommittee Chair

Absent:

Ernest Avery, District III Representative
Chris Meister, District V Representative

The telephone meeting of the CCLINC Steering Committee was called to order at 9:00 a.m. by the Chair, Dan Swartout.

The following changes were made to the August 14, 2002 minutes.

Page 1. Old Business. Par. 2. Last sentence. "Libby Stone and Linda Leighty will be working on revising the Steering Committee mission statement."

The minutes were approved as revised.

Gloria Sutton was recognized by the Chair. Gloria thanked everyone for the work on the Bridges Manual and to let them know that her work on the Bridges Manual has now ceased.

Old Business:

On Tuesday, September 10, Ruth Bryan and John Wood met with the Upgrade 2001 testers. There are two things that need to be discussed related to global editing. In cataloging the new wizard will allow you to change item type, home location item category 1 and 2, library, price, and shadowed or not. You can set up defaults such as allowing or not allowing the user to search by title, or just by barcode for items to change. The Demand Management will allow us to have your library first as a hold option when more than one hold is placed on an item. Other hold limits are possible (such as limiting by item type and library), but our current hold limits of circulation rules and locations will always take precedence.

John Wood was asked to turn global editing on. He will add it to the Steering Committee members' logins so they can test it on Thelma. A decision will be made at the next meeting about how global editing will be set.

The decision was been made to load the Upgrade 2001 on Louise on September 19-20. Ruth will send the colleges an email letting them know that the majority of the colleges responding to her earlier survey have selected these dates for the upgrade. John Wood will send information to the colleges letting them know that Workflows and WebCat will be down on September 19 until approximately 4:30 p.m. and on September 20 for a short time.

Ruth Bryan sent information to the Steering Committee last week about the CCLINC information being located on the Library Resources web page. Linda Leighty requested that the CCLINC information be on the web pages rather than in the Bridges Manual.

Linda Leighty asked that the policies be included on the web pages as they had been in the last Bridges Manual.

Libby Stone wanted the information to be more consistent in formatting the headers and footers, so everyone will know if the most current version is available. Each person that sends information to Ruth Bryan for the web pages should indicate the date last revised. The format decided on at a previous Steering Committee meeting would include the person's name that created it, the college, the date revised, and the page number.

Linda Leighty requested that as much information as possible be placed outside of the area requiring a password. Anything that is proprietary must be placed in the password-protected area.

Terri asked that there be links on the CCLINC web page to the policies and procedures and another to the WebCat documentation. Ruth said that policies and procedures have been put together in some documents. Linda Leighty asked that the ILL policies, barcode prefixes, and cataloging policies and procedures information be placed outside of the password-protected area. It was the consensus of the Steering Committee that Ruth should go ahead with moving it from the protected area. Ruth will move the items that can be moved. The CCLINC web link information will be sent to the CCLINC directors.

Ruth Bryan will be sending something to the LRC Directors asking about training needs after Louise has been upgraded to Upgrade 2001 on September 19-20.

Ruth Bryan talked with SIRSI representatives about the possibility of starting a North Carolina chapter of the Unicorn Users Group International (UUGI). She has talked with representatives from Florida and Nebraska about how they started and their bylaws. Some of the UUGI groups charge membership fees. Bob Blackmun has concerns about TRLN (Triangle Research Library Network-NCSU, UNC-CH, and Duke) being part of this group. There was discussion about what CCLINC would gain and the work involved. The real issue is whether the CCLINC consortium wants to start it or not. Ruth will be mailing information about the UUGI to the Steering Committee for their review. Further discussion of this issue was tabled until the next meeting.

Committee Reports:

Libby Stone, Chair of the Acquisitions Subcommittee, reported on a meeting held on Tuesday, September 10. They discussed year-end rollovers. She will distribute the minutes when they are completed.

Teresa Frohock, Chair of the Cataloging Subcommittee, had to leave the meeting early, so there wasn't a report given.

Linda Leighty, Chair of the Lending Services Subcommittee, said that her committee would begin looking at the policies. They will be looked at each year. The committee should have a report in two weeks.

Renee Watson, Chair of the Media Booking Subcommittee, reported that her committee is working on policies and procedures to begin testing.

Ellen Williams, Chair of the Serials Subcommittee, reported that the committee members are testing the Upgrade 2001 and the changes.

The next meeting will be October 3, 2002 at 9:00 a.m.

With no further business, the meeting was adjourned at 10:06 a.m.

Respectfully submitted,

Pamela Doyle
Recording Secretary