

Minutes of the CCLINC Steering Committee Meeting  
Taken by: Kathy Martin  
December 13, 2001  
10:00 am via conference call

**Decisions:**

- The Steering Committee approved proactive wording on Instructor Reserve Notices (see further down for more information).

**News:**

- Teresa Frohock is the new Cataloging Subcommittee Chair. Welcome Teresa!
- The signing and returning of the CCLINC Cooperative Agreements has been completed!
- Searching for a short story in an anthology? Remember to use a "Search Everything" search! (This will search the contents note, Field 505, where the stories are listed)
- The Cataloging Subcommittee will be looking at the Indexing Templates.
- The "Titles on Order" status alert cannot be suppressed in Acquisitions - so remember: if you get a "Title on Order" alert, it just means that the title is on order already at ONE of the libraries, not necessarily yours.
- Circulation & Reserves Training is FULL!

In this issue:

- CCLINC Cooperative Agreement Update
- New Business/Follow Up
- Subcommittee Updates

Present:

Ann Whitehurst, Serials Subcommittee Chair  
Bob Blackmun, Associate VP for Information Resources and Technology  
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  
Pam Doyle, Director NCCCS LRS  
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:

Chris Meister, District V Representative  
Gerry O'Neill, District I Rep  
Gretchen Bell, Training Subcommittee Chair  
Luella Teuton, Past Steering Committee Chair  
Stephen Hawkins, District II Representative  
Susan Williams, District VI Representative

**Next Meeting Date/Time**

February 12, 2002, 1:30 pm via phone conference. The Steering Committee will be keeping in contact through email; should the need arise to have a meeting in January one will be scheduled.

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, February 1, 2002, at the latest.

### **Update on CCLINC Cooperative Agreement**

All of the CCLINC Cooperative Agreements have been turned in! Pam Doyle passed them on to Martin Lancaster for his signature. They have been signed, and the original copies were sent to the library directors late last week for their files.

As per the instructions for revising the CCLINC Cooperative Agreement, a call for revisions will go out to the library directors in early January. Please refer to the agreement for more detail.

### **Social Security Number Concern**

The following was submitted to the Steering Committee, "I have a concern with placing holds. I don't particularly like it that my SS# comes up on the screen after I have placed a hold. I should be the only one using my information, but... Others have expressed this concern, also. Is there anyway John can take that information off the screen?" Yes, John could take the Alt ID field off the screen; however, this means that the Alt ID field will not display anywhere. Furthermore, on the WorkFlows end, the Alt ID field only displays when using the "Create a Record" or "Modify a Record" fields. You can have records without Alt ID fields. One solution is to ask to have the Social Security number removed from the record altogether. Also, the Alt ID field for this record could be changed to something other than the social security number. One suggestion was that state employees have the right to be assigned an identification number (we believe that this would be done through the business office) so that their social security number does show up on anything. This number could then be used as the Alt ID.

### **596 Field - to display or not to display?**

John Wood is investigating the possibility of suppressing the 596 field from display in WebCat. This field (the 'held by' note in the bib record) should be updated every night during the halt & run. We are not sure that this is actually occurring. Roxanne is going to look for records where the 596 field is not being updated and pass on those examples to the Steering Committee. This topic will be on the agenda for further discussion at the next Steering Committee meeting.

### **505 (Contents) Field**

This is a searchable field. The concern is that if patrons or staff are looking for a short story that's in a collection or something in an anthology, the material will not come up if you do a title search; a general or search everything search must be done. It can be changed so that the 505 field is searchable on the title index; however, this is a change that cannot be easily or quickly implemented. It would have to be turned over to the Software Development team at SIRSI. Therefore, the Steering Committee is recommending and emphasizing patron and staff education on this issue. Please remind your staff that in order to find something in the contents note, general or search everything search needs to be done.

### **Indexing Templates**

The Steering Committee is asking the Cataloging Committee to look at all the indexing templates in SIRSI. According to the SIRSI documentation, the 246 field is not one of the indexed fields in the title index. John is going to see if perhaps this documentation is wrong. The Cataloging Committee is asked to look at the indexing templates and come up with comprehensive recommendations.

### **Overdue Bills**

Blue Ridge sent in a request to have the wording on "noca2ndbill" changed and for approval to ask John to create new notices for their library. When SIRSI was implemented, the Steering Committee decided not to create custom notices for each school and instead replace the default notices with custom notices for CCLINC. Sample notices were sent out to each school and each school was given the opportunity to respond. The Steering Committee then chose the language and the custom (the "noca..." notices) were then created and set up to be the overdue templates for each school. Any change in any of the notices would impact every school that had a particular notice set to run.

The text for the different overdue notices follows:

#### **CCLINC Custom Notices:**

noca1stbill

Please note that you owe the library for the following item(s). Please pay this bill at your earliest convenience.  
Thank you.

noca2ndbill

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.

noca3rdbill

Please note that you owe the library for the following item(s). Please pay this bill at your earliest convenience. Thank you.

**SIRSI Defaults:**

1stbill

"FIRST BILL"

We are taking the liberty of calling your attention to the fact that you owe the Library some money for the following bill. Please pay this bill at your earliest convenience. Thank you.

2ndbill

"SECOND BILL"

Once again we find it necessary to call your attention to the past due Library bill. We are sure you just overlooked this bill and will take care of this overdue bill at once.

3rdbill

"THIRD BILL"

Several notices have already been sent regarding your past-due bill. If we do not receive payment of this bill within the next 10 days, we will be forced to seek outside assistance with this collection.

finalbill

FINAL BILL

This is the final bill notice. We have sent you several notices already. If you don't return the following items we shall take your outstanding account to a collection agency for action.

parentbill

"BILL NOTICE"

Dear parent, Your child has the following overdue books. They need to be returned or the cost of the book must be remitted. Thank you.

Overdues

noca1ovrdue

The following Library materials are overdue and fines may be accruing. Please return them as soon as possible. Thank you.

noca2ovrdue

The following Library materials are overdue and fines may be accruing. Please return them as soon as possible. If the item has been lost, you are responsible for the replacement cost. Thank you.

noca3ovrdue

Please return the following items or contact the circulation desk.

nocafinalod

This is the final overdue notice. We have sent you several notices already. Please return the following items or contact the circulation desk.

1stoverdue

"1ST OVERDUE NOTICE"

The following Library materials are overdue and fines may be accruing. Please return them as soon as possible. Thank you.

2ndoverdue

"SECOND OVERDUE NOTICE"

The following Library materials are overdue and fines may be accruing. Please return them as soon as possible. If the item has been lost, you are responsible for the replacement cost. Thank you.

3rdoverdue

"THIRD OVERDUE NOTICE"

Please return the following items or contact the circulation desk.

finaloverdue  
FINAL NOTICE

This is the final overdue notice. We have sent you several notices already. Please return the following items or contact the circulation desk.

There are other ways to modify the notices. After they are run, you can do a global "Find and Replace" in either Word or Wordpad or Notepad. If you need help changing the set up, ask the system administrator at your school to contact John Wood, Sirsi SA for further assistance.

**Instructor Reserve Notices**

Cleveland proposed, and the Steering Committee approved, a change in the text to the Instructor Reserve notices. The new text will read as follows: "Please review the items below which are currently on academic reserve for you for the specified course(s). If this list is not correct, or if these items need to be removed from reserve, please notify the library staff."

**Campuscruiser.com**

This refers to the web page discussion from the last Steering Committee meeting. Bob Blackmun gave the Steering Committee information regarding the Campus Cruiser and how to see a demo, but no one could get in. Bob's going to contact Campus Cruiser to see if there is something that they need to fix on their end and then get back to the Steering Committee.

**Subcommittee Updates**

Acquisitions Subcommittee Update by Libby Stone

An e-mail group has been set up for SIRSI acquisitions users. There is another group for all of the CCLINC acquisitions contacts. If any of the colleges have new staff members or others who need to be added to either of these e-mail groups, please contact Libby Stone.

John Wood contacted SIRSI regarding the "Titles on Order" status alert and discovered that this alert could not be suppressed. Those using SIRSI for acquisitions should be aware that this message means that there is an item on order for this title record at some library in the system, not necessarily their own library.

The subcommittee will meet again in January or February via conference call, if needed, and will invite acquisitions users to attend.

Bridges Subcommittee Update by Gloria Sutton

Gloria will be submitting two logo designs to the Steering Committee to choose from.

Last semester a suggestion was made to have members of the Steering Committee to volunteer as an Editorial Group for the Bridges Manual II. Kathy & Roxanne are still interested in doing this. Gloria is going to email Chris, Raye (she had to leave the meeting before we got to this point), and Gerry to see if they are still interested. The interested people will be having a conference call meeting to share input during the middle of January.

Reminder that the page numbering on the paperwork submitted from the subcommittees will change.

Gloria is continuing to work on the profiles from the libraries; there are 8 that have yet to be submitted.

Cataloging Subcommittee Update by Teresa Frohock

**CCLINC CATALOGING COMMITTEE UPDATE  
December 2001**

On October 11, 2001, Debbie Luck resigned as chair of the CCLINC Cataloging Committee, but she will remain a member of the committee. Prior to her resignation, Debbie had kept the Cataloging Committee informed of several issues for consideration. Those items were:

1. Bridges II Manual update;
2. global deletes;
3. NetLibrary MARC records;
4. unapproved or uncertified cataloging staff;
5. continued training for cataloging staff; and
6. acquisitions and SmartPort.

**1. Bridges II Manual update:** There were no objections from any members of the committee that the handouts from Roxanne's Roadshow were to be included as the cataloging section procedures in the Bridges II Manual.

**2. 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. Unless the Steering Committee specifically would like the cataloging committee's formal input for this item, I would suggest dropping it from the cataloging committee's considerations.

**3. 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 at the prices listed below. What follows is detailed information I copied from the web site and pasted in this document:

**NETLIBRARY**

In an announcement released on November 15, 2001, OCLC announced that they have made an offer to purchase substantially all the assets of netLibrary and assume certain netLibrary liabilities, subject to the approval of the bankruptcy court. This is wonderful news for the SOLINET shared collections, and we will be working closely with OCLC regarding the details of our two shared collections.

For more information, please contact Stacey Shoup at [sshoup@solinet.net](mailto:sshoup@solinet.net) or 1-800-999-8558, extension 4988.

**INFORMATION AND PRICING**

SOLINET is now offering OCLC MARC records for the SOLINET netLibrary Shared Collection titles through OCLC's WorldCat Collections Sets service. Through **June 30, 2002**, libraries participating in the SOLINET netLibrary Shared Collection will have the option to purchase these records for a one-time fee, based on membership level:

Full	\$116.00
Associate	\$121.00
Affiliate	\$151.20

This price includes setting the library's holding symbol on the records in WorldCat. SOLINET will invoice participating libraries for the one-time fee when the requests are processed.

As new eBook titles are added to the Shared Collection, corresponding MARC records will be available at no additional charge. Libraries will log into OCLC's Product Services Web using a SOLINET authorization and password to download the initial file of 10,973 records and the monthly update.

**4. Unapproved and uncertified cataloging staff.** Roxanne responded clearly on this issue:

“There are only 2 cataloging wizards that require the 2 SOLINET workshops and the Roadshow, SmartPort (Search Source) and Add Title. Your part-time person can use other cataloging wizards such as Add Vols/Call Numbers and Add Copies to search the CCLINC database and create call number & copy records for items which already have bibs in the database. Depending on the type of material cataloged, the hit rates vary, so you might want to have this person concentrate on books rather than AV, for instance. The training guidelines for cataloging staff are in the Roadshow handout titled “CCLINC Cataloging Policies and Procedures” in the sections following “When and Who Does What.” There is a bullet that describes the training necessary or recommended for each “level” of staff activity. Creating temporary bibs and adding holdings to records already in the database, do not require attendance at the 2 SOLINET workshops and the Roadshow. Local library staff who has expertise in the Unicorn “modules,” such as Cataloging or Circ, can train fellow staff in those procedures. The initial SIRSI training was intended to enable local staff to do such peer-to-peer training, but you’ll note that it did NOT include use of SmartPort and Add Title.”

The cataloging committee will investigate whether or not this issue should be clarified in the Roadshow documents.

**5. Continued training.** The cataloging committee will push this issue up to the top of the agenda at our first meeting. We also will be examining how to bring forward training for new employees on a more regular basis.

**6. Acquisitions and SmartPort.** On July 16, 2001, the cataloging committee voted on the procedures requested by the Acquisitions committee and recommended that:

1. Acquisitions use the 300 field for on order records to provide information that clarifies format;
2. Acquisitions use the 700 field, when applicable, for on order records; and
3. Acquisitions encourage the use of SmartPort for importing MARC records for materials on order *when the library staff has had the appropriate cataloging training* in order to provide benefits to the entire consortium.

Beginning in January 2002, the cataloging will begin meeting again to deliberate the remaining issues before them.

Circulation/Reserves Subcommittee Update by Dan Swartout

No report at this time. Dan is still trying to find a volunteer that might be willing/capable to do reserve training.

ILL Subcommittee Update by Raye Oldham

Nothing to report at this time.

Media Booking Subcommittee Update by Renee Watson

Nothing to report at this time.

Serials Subcommittee Update by Ann Whitehurst

The Serials subcommittee had their SureStart session on Nov. 19. Documents resulting from the session were sent to Kim Battles to check. A response from her was received on Dec. 3. Ann Whitehurst will consolidate the information and send to the committee members for review and testing next week (week of Dec. 10). A committee meeting (probably via conference call) will be scheduled to make decisions regarding possible requests of the steering committee, etc.

Training Subcommittee Update

Gretchen's Update: Ruth has scheduled SIRSI[I] Training and the solinet training has not been finalized yet.

Kathy's note: Ruth has scheduled and coordinated training for two sessions on Searching & Circulation, one on January 17, 2002, the other on January 24<sup>th</sup>. Both sessions are full. These workshops are taking place from 9-3 in Raleigh and will be taught by Sandy Sanderson from Edgecombe Community College (thanks Sandy! We're sure you'll do a great job). As soon as someone is found to do Reserves training (Dan Swartout, chair of the Circulation/Reserves Subcommittee is looking), a time will be scheduled - hopefully February or March. Ruth is also working with LRA to try to get some funding for SOLINET.