

Minutes of the CCLINC Steering Committee Meeting
Taken by: Kathy Martin
November 13, 2001
3:00 pm via conference call

Attached:

- CCLINC Steering Committee Contact List - Updated
- Minutes from Acquisitions Subcommittee meeting

Decisions:

- 3 new ITEMTYPES to be added to SIRSI

News:

- Ann Whitehurst is the new chair of the Serials Subcommittee. Welcome, Ann!
- The Cataloging Subcommittee is looking for good leadership.

In this issue:

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

Present:

Ann Whitehurst, Currently organizing the Serials Subcommittee
Bob Blackmun, Associate VP for Information Resources and Technology
Dan Swartout, Circulation/Reserves Subcommittee Chair
Gerry O'Neills, District I Rep
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.

Absent:

Chris Meister, District V Representative
Gretchen Bell, Training Subcommittee Chair
Luella Teuton, Past Steering Committee Chair
Ruth Bryan, Coordinator of Library Information Technologies
Stephen Hawkins, District II Representative
Susan Williams, District VI Representative

Next Meeting Date/Time

December 13, 2001 at 10:00 am.

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 Wednesday, December 6, 2001 at the latest**. An updated list of Steering Committee members has been attached.

Update on CCLINC Cooperative Agreement

44 out of 45 schools have turned in their CCLINC Cooperative Agreements. The remaining schools, Sandhills, has sent word that will be signing the agreement and sending it on to Pam. Once all of the signed agreements are received, Pam will be sending the signed agreements to President Lancaster for his signature and then returning the signature sheets to the schools.

Item Type Requests

There were three new ITEMTYPES requested for approval from the Steering Committee, which all three were given. The first was a request of ITEMTYPE DVD from Sandhills Community College. This item type was approved by the Steering Committee. Two item types were added for Nursing, NURSING2HR and NURSING3DY. John Wood, Sirsi SA explained via email, "The display for both of those will be Nursing Reserve, as will be the display for the item type of NURSING.

Web Pages

Peggy Lefler sent an email saying that she "...was in a meeting recently where reference was made to the fact that a sort of 'standardized' web page was being developed for the student services division of the community college;" and that the page would be available in early December. Perhaps the CCLINC libraries might like to consider this as well, but this discussion has been tabled until we can gather more information and see the Student Services website.

Subcommittee Updates

Acquisitions Subcommittee Update by Libby Stone

Libby turned in Acquisitions policies and procedures to Gloria Sutton for inclusion in the Bridges II manual.

The minutes from the Acquisitions subcommittee meeting are attached.

Bridges Subcommittee Update by Gloria Sutton

Gloria said that she should be able to let the Steering Committee see parts of the Bridges II manual by the next meeting.

Cataloging Subcommittee

The Cataloging Subcommittee still does not have a subcommittee chair. The Steering Committee feels that this is a crucial subcommittee to have strong leadership for. They will be calling people on the committee to invite them to volunteer for this position.

Circulation/Reserves Subcommittee Update by Dan Swartout

Nothing to report.

ILL Subcommittee Update by Raye Oldham

SPCC sent the following address and contact information. They are not currently participating in CCLINC ILL's, but there may be occasions when someone would need to contact them anyway so I wanted to include the information.

South Piedmont-East: Chris Meister 704.272.7635

South Piedmont-West: Lynn Gambon 704.292.1200

The contact for Interlibrary Loans at Wake Technical College is Pat Sexton, 919.662.3309, phsexton@gwmail.wake.tec. Please add Pat and remove Lorraine Krichko from your ILL lists.

Also, I received a call to ask a question that might be helpful to share. I was asked whether or not there was a policy about schools sending overdue notices directly to patrons not from their school. A patron had a CCLINC ILL item and the owning school sent an overdue notice directly to the patron rather than the school.

According to the CCLINC ILL policies, the borrowing of and responsibility for items is between the owning and borrowing school but not the owning school and the patron. Please be sure that notices are set up to be sent to the library that borrowed the item and not the patron. This is true for overdue and lost or missing items.

Media Booking Subcommittee Update by Renee Watson

Nothing to report.

Serials Subcommittee Update by Ann Whitehurst

Ann Whitehurst agreed to chair the committee. Peggy Lefler has resigned from the committee. SureStart session was held 10/26. We will have another Nov. 19. The Serials subcommittee has some requests for the Steering Committee resulting from their October 18 meeting, but they will wait to make those requests until after their next SureStart session.

Training Subcommittee Update by Gretchen Bell

No update was submitted and Gretchen did not attend the meeting.