

Minutes of the CCLINC Steering Committee Meeting  
Taken by: Kathy Martin  
September 13, 2001  
2:00 pm via conference call

**Decision(s):**

- **Montgomery Community College was unanimously approved to join the CCLINC consortium. Please join us in welcoming our new members. (see "Community College joins CCLINC Consortium for more information)**
- **The Steering Committee approved a motion that prior to each LRA meeting, new subcommittee chairs should be selected from the existing subcommittee members.**
- **Each school can decide locally whether they want to allow use of the "Remove Item Wizard" (see "Clarification on Remove Item Wizard" for more information)**
- **Steering Committee Note: As a general reminder, anyone can join a subcommittee. All you need is permission from your library director. Contact any member of the Steering Committee for more information.**
- **"Setting up the Reserve Toolbar," submitted by the Circulation/Reserves Subcommittee was formally approved, with the understanding that minor changes/updates will be made as needed.**
- **"...we would like to remind ALL CCLINC staff that anytime a hold is removed the process is not complete until someone at the borrowing school has been contacted. Some schools have had their students' holds canceled or not filled for some reason and they have not been notified." (taken from the ILL Subcommittee update)**
- **Due to time constraints, Mario Ramos has resigned as the chair of the Serial Subcommittee (see the Serials Subcommittee minutes for more information)**

In this issue:

- Montgomery CC joins CCLINC
- Update on Cooperative Agreement
- Clarification on Remove Item Wizard
- System Administrator's Job Description
- "Add Brief Title" Reminder
- Subcommittee Updates

Present:

Bob Blackmun, Associate VP for Information Resources and Technology  
Debbie Luck, Cataloging Subcommittee Chair  
Gerry O'Neill, District I Representative  
Gloria Sutton, Bridges II Editor  
John Wood, Sirsi SA  
Kathy Martin, Steering Committee Chair  
Libby Stone, Acquisitions Subcommittee Chair  
Pam Doyle, Director NCCCS LRS  
Renee Watson, Media Booking Chair  
Roxanne Davenport, NCCCS Coord. Of Library Info.  
Ruth Bryan, NCCCS Coord. Of Library Information Technology  
Stephen Hawkins, District II Representative

Absent:

Chris Meister, District V Representative  
Dan Swartout, Circulation/Reserves Subcommittee Chair  
Gretchen Bell, Training Subcommittee Chair  
Luella Teuton, Past Steering Committee Chair  
Raye Oldham, Interlibrary Loan Subcommittee Chair  
Susan Williams, District VI Representative

### **Next Meeting Date/Time**

October 15 at 10:00 am via conference call.

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.

### **Montgomery Community College joins CCLINC Consortium**

Montgomery CC has sent in their application and signed CCLINC agreement. They are awaiting cost sheet information. The Steering Committee unanimously approved to have Montgomery join CCLINC. Montgomery's Library Director is Sharon Faulkner. They will bring 14,875 titles into the system, as well as 15,222 books, 125 serials, and about 1000 AV materials that have not been entered into the system. They are currently Highland users and know that they will have to re-barcode. They are working with Ruth to figure out training.

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

As of the writing of these minutes signed Cooperative Agreements have not been received from the following libraries: Blue Ridge, Brunswick, Cleveland, Lenoir, Martin, Richmond, Rowan-Cabarrus, Sandhills, and South Piedmont. The revised agreement, as well as a Steering Committee contact sheet was sent to all of the CCLINC library directors. Follow up reminders were sent to schools that had not turned in the signed agreement on July 12, August 3, August 27 and September 22. Please get those agreements in as soon as possible.

### **Clarification on "Remove Item Wizard"**

Using the "Remove Item Wizard" is essentially the same as moving an item to a location of DISCARD. **HOWEVER**, when you use the "Remove Item Wizard," WorkFlows takes that item *completely out of the database*. THERE IS NO WAY TO RECOVER IT ONCE THIS HAS BEEN DONE. Using the "Remove Item Wizard" is an instantaneous thing, whereas if you move the item to the DISCARD location, you may be able to retrieve a few days later if you decide that's not where it really goes.

When we were all new to WorkFlows, the Steering Committee asked schools to refrain from using the "Remove Item Wizard" and stated that this issue would be revisited when everyone was more comfortable with the system.

It is up to each library to decide if they want to use the "Remove Item Wizard" or not. The important thing to remember, though, is that once you remove it with the "Remove Item Wizard," it's gone, and it's not coming back, ever.

### **System Administrator's Job Description**

The System Office and Sirsi met last week to discuss the System Administrator's job description; they are waiting for revisions in writing from Sirsi and will pass on when finalized.

### **"Add Brief Title" Reminder**

Please remember to not shadow items at the title level; this affects everybody. If you want something to be shadowed, do it at the call number or volume copy level. John will be sending out a reminder about this.

### **Subcommittee Updates**

#### Acquisitions Subcommittee Update by Libby Stone

Libby Stone, Pam Doyle and Ruth Bryan hosted another acquisitions workshop at Cleveland Community College on August 24. Seven people from McDowell, College of the Albemarle, Gaston, Stanly, and Wilkes Community College were in attendance. The workshop went very well.

John Wood has set up a few fund levels on Thelma so that the subcommittee can test how the levels will work. The subcommittee will meet again in the next week or two to discuss fund levels. Lists will be compiled of what should be included for each level. Another survey may be sent out to ask acquisitions contacts and library directors if other items should be included on the lists.

#### Bridges II Manual Update by Gloria Sutton

The Circulation Subcommittee sent the following items for the Bridges II Manual:

- Creating a Reserve Record for Items not Owned by the Library
- Reserves Reports Using the Sirsi Unicorn Software (Release 2000)
- Circulation Reports Using the Sirsi Unicorn Software (Release 2000)

Subcommittees may send their policies and procedures to Gloria as email attachments.

Cataloging Subcommittee Update by Debbie Luck

Debbie is working on getting the subcommittee together to meet.

Circulation/Reserves Subcommittee Update by Dan Swartout

On August 29, the Circulation Subcommittee Chair submitted hard copies and a disk, which included circulation **reports, reserve reports and setting a reserve for items not owned by the library** to Gloria Sutton for *Bridges II*. These items were approved by the steering committee for inclusion in the Bridges Manual II. I am awaiting the first draft of **setting a reserve for items owned by the library**, which will be passed on to the circulation sub-committee for review.

**Setting up the reserve tool bar** was submitted for review by the steering committee. When final approval is given, I will forward to Gloria Sutton as previously outlined.

*Kathy's Note: "Setting up the Reserve Toolbar," submitted by the Circulation/Reserves Subcommittee was formally approved, with the understanding that minor changes/updates will be made as needed.*

ILL Subcommittee Update by Raye Oldham

The ILL Subcommittee agreed that there is no need for a meeting at this time and we will plan to schedule one in early November, or sooner if the need arises.

In case there is anyone who is not aware of the policy on removing holds, we would like to remind **ALL** CCLINC staff that anytime a hold is removed the process is not complete until someone at the borrowing school has been contacted. Some schools have had their students' holds canceled or not filled for some reason and they have not been notified. Then the students come in wanting the books and there is nothing there for them. Upon some checking, it is discovered that the hold has been canceled. Please do whatever you can to prevent this from happening. Thank you!

Media Booking Subcommittee Update by Renee Watson

Some notes were submitted to the Steering Committee for the Bridges II Manual approval. Roxanne gave some good comments and helped with these.

Serials Subcommittee Update

Due to time constraints, Mario Ramos has withdrawn as the Serials Subcommittee chair. Thank you for your work, Mario!

The Serials Subcommittee will be meeting in Raleigh to go over their procedures and make any necessary changes. Ann Whitehurst, Serials Librarian, Pitt Community College is organizing this; please contact her with any suggestions, questions, or comments.

There are 2 SureStart sessions left that have to be used before November 15. At least one, and maybe both, will be given to the Serials subcommittee.

Training Subcommittee Update

Gretchen has received several calls concerning training, especially in relation to new staff members. Several questions remain regarding how the training will be handled – will we be partnering with LRA in anyway? Do libraries have the budget for training? These things will be placed for discussion on the next Steering Committee agenda.