

# Agenda

CCLINC Steering Committee Meeting

05/14/2002

10:00 am

Conference Call Phone Number: 252.830.5506

## Old Business

- The CCLINC Agreement suggestions/changes/etc. approved by the Steering Committee have been placed into ballot form for the July User's Group meeting. See Appendix A – let me know if there are any changes/corrections that need to be made.
- Interlibrary Loan Subcommittee
- Reminder to Subcommittees to elect new chairs.

## New Business

- Brainstorm ideas for July Meeting
  - Vote on changes, announcement of vote
  - Subcommittee membership drive
  - End of year reports from last year's committee chairs
  - Introduction of new committee chairs
- Motion to send letters to LRA District Chairs imploring them to supply leadership to Steering Committee (see Appendix B for attendance record – Districts 3 & 4 have had no representation for over a year).
- Discussion of elections for new Steering Committee chair
- ILL Budget Concerns
  - Email received:
    - Everyone is aware of the budget problems that face the state. We will all have to deal with this issue as it relates to each of our institutions. One thing that comes to mind is the expense of providing CCLINC ILL. There is staff time, postage, and shipping supplies. Should we consider some modification of the ILL policy/procedures to trim the costs? There are a number of ways this could be done such as limiting the number of holds a patron can place and/or limiting the service to college students and employees. We don't know exactly what will happen in the next few months. One thing is certain things will not be the same at any college. As an individual I would hate to be torn between helping a student do research and pulling ILL books from the shelf. It is certain that there will be a reduction in staff, just how much is the question. When you only have three full-time folks and one part-time person you don't have lots of room to loose!
  - The ILL Community has been discussing this issue via email itself. In summary (provided by an email from Stacey Rideout), the following holds true:
    - "In a nutshell, everyone anticipates operating as usual with regards to holds for other libraries. Many people felt that trying to make a distinction between academic and personal use was too difficult, and would add an additional burden to library staff. Another point raised was that it is during times of budget crisis that we need each other more than ever to help us provide our students with the materials they need... It sounds as if everyone's still in the game, and will continue to be unless they are told otherwise."
  - Motion: to remind all member libraries that during trying budget times Interlibrary Loan becomes more important than ever in helping us achieve the goal of providing patrons with the information that they need, and that the CCLINC agreement states, "The libraries agree to provide interlibrary loan (ILL) services to participating CCLINC libraries as outlined in the current *Bridges* policy manual." Furthermore, the goals of the CCLINC Consortium, as outlined in the CCLINC agreement are:

- To provide access to learning resources in a variety of formats.
- To remain current in providing quality learning resources and services.
- To implement and maintain adopted standards.
- To increase the capabilities in information technology in the libraries at the North Carolina community colleges.
- To extend the traditional boundaries of the library by providing learning resources and services wherever faculty and students may be.
- To create awareness of and encourage the use of the CCLINC consortium as a cooperative NCCCS library system.
- ILL is an essential part of these goals and must remain a service that CCLINC participants provide. What is the point of having a shared database if those materials remain inaccessible to patrons?
- NC Live Funding – does anyone know what’s going on with this? Myra Blue asked if we did – she said she keeps hearing about writing her Congressman

**Acquisitions Subcommittee Update by Libby Stone**

**Bridges II Manual Update**

**Cataloging Subcommittee Update by Teresa Frohock**

**Circulation Subcommittee Update**

**Interlibrary Loan Subcommittee Update**

**Media Booking Subcommittee Update by Renee Watson**

**Serials Subcommittee Update by Ann Whitehurst**

**Training Subcommittee Update**

The “Section/Current Wording” lists the section and the sentence or sentences for which the revision has been. The words that will be changed, if the proposal passes, are highlighted. The “Proposed Wording” section lists the sentence or sentences with the proposed revisions in italics and highlighted. It may be necessary to refer to the current CCLINC Cooperative Agreement for context to fully understand the proposed changes.

My school votes for the proposed change:	Section/Current Wording	Proposed Wording
Yes    No	“Training” Section : “It [LRS] <b>also agrees</b> to train local library staff in those CCLINC functions it has been responsible for, especially acquisitions and the creation of bibliographic records...”	“It [LRS] <b><i>is available</i></b> to train local library staff in those CCLINC functions it has been responsible for, especially acquisitions and the creation of bibliographic records.”
Yes    No	“How to Exit” section: “If the college decides to exit the consortium, it must <b>make a formal proposal</b> , which includes the college’s exit date and the method for extracting or removing their data, to the Steering Committee. The <b>proposal</b> must be <b>made</b> at least 90 days prior to the beginning of the fiscal year. Any college wishing to exit after 90 days prior to the beginning of the fiscal year is responsible for their share of the costs for the coming fiscal year. Once the Steering Committee <b>approves</b> the college’s <b>proposal</b> to exit, LRS will arrange for the extraction of the college’s data from the shared database, at the exiting college’s expense.”	“If the college decides to exit the consortium, it must <b><i>submit a written notice</i></b> , which includes the college’s exit date and the method for extracting or removing their data, to the Steering Committee. The <b><i>notice</i></b> must be <b><i>submitted</i></b> at least 90 days prior to the beginning of the fiscal year. Any college wishing to exit after 90 days prior to the beginning of the fiscal year is responsible for their share of the costs for the coming fiscal year. Once the Steering Committee <b><i>receives</i></b> the college’s <b><i>notice</i></b> to exit, LRS will arrange for the extraction of the college’s data from the share database, at the exiting college’s expense.”
Yes    No	“Evaluation of Agreement” section: In February, the Steering Committee will <b>identify</b> and <b>distribute any</b> proposals to be voted on by the membership at the <b>Spring</b> User’s group meeting. Each participant to the agreement will receive one vote. A quorum consists of those present and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the User’s group meeting and also in the minutes for the User’s group meeting.	In February, the Steering Committee will <b><i>evaluate</i></b> and <b><i>decide</i></b> <b><i>which</i></b> proposals <b><i>are</i></b> to be voted on by the membership at the <b><i>next</i></b> User’s group meeting. Each participant to the agreement will receive one vote. A quorum consists of those present and participants must be present to vote. A 2/3 majority is needed for each proposal to be adopted by the CCLINC Steering Committee. The outcome of such votes will be announced at the User’s group meeting and also in the minutes of the User’s group meeting. <b><i>Should any proposals pass, a vote will then be taken by the members present to determine if the agreement needs to be re-signed.</i></b>

<p>Yes      No</p>	<p>“Evaluation of Agreement” section: Following the <b>Spring</b> User’s meeting, the Steering Committee <b>meets</b> to adopt the proposals that passed. The Steering Committee will then distribute the revised copy of the cooperative agreement to all participating institutions. <b>Proposals that result in amendments</b> to the cooperative agreement must be signed by the appropriate party or their designee and returned to the Director of LRS. Upon receipt of the signatory page, the Director of LRS will return the original to the college and keep a copy at LRS. The Director of LRS will notify the Steering Committee upon receipt of all the signatory pages.</p>	<p>To: Following the User’s meeting, the Steering Committee <b>will meet</b> to adopt the proposals that passed. The Steering Committee will then distribute the revised copy of the cooperative agreement to all the participating institutions. <b>If the participating institutions at the User’s group meeting voted that the agreement needs to be re-signed</b>, the cooperative agreement must be signed by the appropriate party and returned to the Director of LRS. Upon receipt of the signatory page, the Director of LRS will return the original to the college and keep a copy at LRS. The Director of LRS will notify the Steering Committee upon receipt of all the signatory pages.</p>
<p>Yes      No</p>	<p>“Evaluation of Agreement” section, <b>add:</b> <i>Should a participating institution choose not to sign the cooperative agreement, that institution must still follow the responsibilities laid forth in the cooperative agreement. Additionally, members from the non-signatory institution cannot serve as subcommittee or committee chairs, and the non-signatory institution does not receive a vote in CCLINC matters.</i></p>	

Position	Name	4/11/01	4/24/01	5/8/01	5/23/01	5/29/01	6/11/01	6/27/01	7/9/01	8/1/01
Acquisitions Subcommittee Chair	Libby Stone	X	X	X		X		X	X	X
Assoc. VP for Info Resources, NCCCS	Bob Blackmun	X	X			X	X			
Bridges II Manual Editor	Gloria Sutton		X	X	X	X		X	X	X
Cataloging Subcommittee Chair	Debbie Luck/Teresa Frohock	X	X	X		X		X	X	X
Circ/Reserves Subcommittee Chair	Dan Swartout	X	X	X			X			X
Coord. of Library Info. Tech., NCCCS	Ruth Bryan	X	X	X			X		X	X
Director of LRS, NCCCS	Pam Doyle	X	X	X	X				X	X
District I Rep	Gerry O'Neill	X		X	X	X	X	X	X	
District II Rep	Stephen Hawkins	X	X	X	X				X	
District III Rep										
District IV Rep										
District V Rep	Chris Meister	X	X	X		X				X
District VI Rep	Susan Williams	X								X
Interlibrary Loan Subcommittee Chair	Raye Oldham	X	X	X	X	X	X		X	X
Library Information Coordinator, NCCCS	Roxanne Davenport	X	X			X			X	X
Media Booking Subcommittee Chair	Renee Watson	X	X	X			X	X	X	X
Past Steering Committee Chair	Luella Teuton		X				X	X	X	
Serials Subcommittee Chair	Mario Ramos/Ann Whitehurst	X						X	X	X
Sirsi System Administrator	John Wood	X	X	X		X	X	X	X	X
Steering Committee Chair	Kathy Martin	X	X	X	X	X	X	X	X	X
Training Committee Chair	Gretchen Bell									

Position	Name	9/13/01	10/15/01	11/13/01	12/13/01	2/12/02	3/12/02	4/16/02
Acquisitions Subcommittee Chair	Libby Stone	X	X	X	X	X	X	X
Assoc. VP for Info Resources, NCCCS	Bob Blackmun	X	X	X	X		X	
Bridges II Manual Editor	Gloria Sutton	X		X	X	X		
Cataloging Subcommittee Chair	Debbie Luck/Teresa Frohock	X			X	X		X
Circ/Reserves Subcommittee Chair	Dan Swartout		X	X	X	X	X	X
Coord. of Library Info. Tech., NCCCS	Ruth Bryan	X	X		X	X	X	X
Director of LRS, NCCCS	Pam Doyle	X	X	X	X		X	X
District I Rep	Gerry O'Neill	X		X				X
District II Rep	Stephen Hawkins	X						X
District III Rep								
District IV Rep								
District V Rep	Chris Meister							
District VI Rep	Susan Williams							X
Interlibrary Loan Subcommittee Chair	Raye Oldham		X	X	X	X		
Library Information Coordinator, NCCCS	Roxanne Davenport	X	X	X	X	X	X	X
Media Booking Subcommittee Chair	Renee Watson	X	X	X	X	X		
Past Steering Committee Chair	Luella Teuton							
Serials Subcommittee Chair	Mario Ramos/Ann Whitehurst		X	X	X	X	X	X
Sirsi System Administrator	John Wood	X	X	X	X	X	X	X
Steering Committee Chair	Kathy Martin	X	X	X	X	X	X	X
Training Committee Chair	Gretchen Bell							
			No subcommitte chair/rep					
			Absent					