Time: 2:00pm   <mark>Meeting by conference call at 919-854-2244</mark>

Attendees

1 **David Wright (Surry)** Steering Committee Chair	9 **Samantha O'Connor (Central Carolina CC)** District 4 Representative (absent)
2 **Tim Hunter (Rowan-Cabarrus)** Reports Subcommittee Chair (Absent)	10 **Jayna Dempsey (Gaston)** District 5 Representative
3 **Mary Ann Caudle (Martin)** Cataloging/Serials Subcommittee	11 **Ngaire Smith (Haywood) (absent)** District 6 Representative
4 **Cathy Campbell (Craven)** Lending Services Subcommittee Chair	12 **Ali Norvell (Blue Ridge)** Reference Services Representative
5 **Julia Mielish (Wake Tech)** Past Chair (absent)	13 **Colleen Turnage** Director of Library Services
6 **vacant** District 1 Representative	14 **John Wood*** System Administrator
7**. Elizabeth Baker (Carteret)** District 2 Representative	15 **Vacant** Exec. Director of eLearning and Learning Technology Systems
8 **Stephen Brooks (Durham Tech)** District 3 Representative	**Helen Colevins** NCCCSO Library Services **Non-voting member*

I. *Old Business*

    a. RFP Update

      Committee members are:

      Elizabeth Baker, Carteret CC

      Tim Hunter, Rowan-Cabarrus CC

      Julia Mielish, Wake Tech

      Libby Stone, Gaston College

      Stacey Wilson, Catawba Valley CC

      David Wright, Surry CC

RFP draft is nearing completion, committee is supposed to meet Thursday, January 19.

    b. Cooperative Agreement 2016-17

      Current signed C.A. is still "in effect," according to System Office Legal Dept. 2016-17 has been approved through Legal, it just has not been distributed for official signatures.

II. *New Business*

    a. Enterprise – implementation process (Colleen/John)

      Subcommittee volunteers – Cathy Campbell, Caroline Hallam, Jayna Dempsey.

      There were 4 libraries that volunteered to fill out the forms(based on our meeting with the Sirsi/Dynix implementation staff member. Surry is the only one submitted up to this point. Others that volunteered are Martin, Rowan-Cabarrus, and Wake Tech. Mary Anne said she would have Martin's completed this week.

    b. Alt ID field—discussion, additional guidelines needed?

      This item came up because of a request from Robeson as to how to handle duplicate student IDs in the Alt ID field. (Elucian numbers are not unique across the CC system, which means there could be frequent duplicate ID numbers.) For patron data loads, the Steering Committee has recommended the patron ID prefix, a hyphen, then the Student ID from Elucian for the ID field. The problem is that there are many different ways that individual colleges use the ID and Alt ID fields. Colleges need to be encourage to standardize as much as possible. David Wright also encouraged those who are not doing patron loads to contact him as to how the process works. This issue was not resolved, except to note that there needs to be an education session on use of the 2 fields.

    c. Reserve Item information in Sirsi/Dynix

      In Circulation in Workflows, there is not a way to display the information about an item that is on Reserve, the Course or the Faculty member's

name. Item Search and Display does not give the information or Check Item Status. The information does display in the Public Catalog. John Wood followed up the meeting with an e-mail that said under the Reserves module, then using the My Wizards, Reserves, then Individual Reserve, the information will display.

III.   *Subcommittee and District Reports*
   a. Lending Services – Cathy Campbell (no report)
   b. Cataloging/Serials – Mary Ann Caudle (see report attached)
      Recommendation from the subcommittee for Equipment Cataloging Policy and Procedures was passed by the Steering Committee. There was also a recommendation from the C/S Subcommittee to add an Item Category DVD-RES to indicate when a DVD is on Reserve. There was some discussion of this—usually an Item Type is a permanent designation—Current location can be indicated in item record. Mary Anne will ask the requesting library for more details. No action taken. Another recommendation was for adding Item Type 3D-Object. This recommendation was passed by the Steering Committee.
   c. Reports - Tim Hunter--none

IV.   *Other News*

Report (recommended policies) from Cataloging/Serials Committee

CCLINC Equipment Cataloging Policy

The CCLINC Equipment Cataloging Policy has been established in order to:
- Provide consistency in equipment records throughout CCLINC
- Make locating equipment easier and more intuitive in Workflows
- Reduce the number of records that catalog essentially the same kind of equipment

Members of CCLINC are expected to strictly follow both the Equipment Cataloging Policy and the attached Equipment Cataloging Procedures. As stated in the procedures, members <u>must</u>:
- Use the templates provided in the procedures for general equipment categories, for example, "Laptop" or "Projector," and further identify particular pieces of equipment using the call number, rather than creating a new record for each individual model or make of equipment.
- Inform the System Office when a new template is needed to catalog equipment for which a template does not exist, or create a brief record <u>and then inform the System Office so that a template can be created.</u>

Members <u>may not</u> use the CCLINC catalog as an inventory tool for non-library materials, such as furniture or other college equipment not checked out on a temporary basis through the library.

Members should remember that many other colleges use the catalog and that in order to maintain consistency and maximum utility for all colleges, everyone must follow the policies and procedures which have been established for CCLINC as a whole.

10/5/16

Equipment Cataloging Procedures

1. Use the EQUIP templates provided by the System Office.

2. The 246 field may be used for alternate titles, for example "TV" when the template says "television." Please ask the System Office to add alternate titles to templates if you don't know how to.)

3. Use item type AV-EQUIP or AV-MISC (it's also okay to use specific AV item types if one exists; for example, LAPTOP).

4. Use make & model for call no., for example, "HP Elitebook 8460" (can add locations or other clarifying info to end of call no.)

5. Use STAFF note under Extended Info for serial numbers or other library-specific info.

6. Scan in barcode.

7. IF you must create an EQUIP record for an item for which there is no reasonable template, create a brief record and request that the System Office establish a template for this type of equipment.

8. If you do not wish for a piece of equipment to show up in the patron catalog, you may shadow that piece of equipment at the item level. Titles in CCLINC are not shadowed at the title level.

9. If you need an alternate checkout date for a piece of equipment, use Modify Due Date under Special when you check the item out.