

**Minutes of CCLINC Steering Committee Meeting
Conference Call
Tuesday, April 18, 2006**

Facilitator: Roxanne Davenport, Chair, Pitt CC

Attendees:

<input checked="" type="checkbox"/>	Peggy Quinn	District I Representative, Wake Tech CC
<input checked="" type="checkbox"/>	Susan Basnight	District II Representative, Pitt CC
<input checked="" type="checkbox"/>	Fannie Dillard	District III Representative, Rowan-Cabarrus CC
<input checked="" type="checkbox"/>	Renee Dusenbury	District IV Representative, Central Carolina CC
<input checked="" type="checkbox"/>	Harry Cooke	District V Representative, Gaston College
	Mamie Carpenter	District VI Representative, Mayland CC
	Tonya Robinson	Acquisitions Subcommittee Chair, Brunswick CC
<input checked="" type="checkbox"/>	Charles Wiggins	Cataloging Subcommittee Chair, Blue Ridge CC
<input checked="" type="checkbox"/>	Deborah Foster	Lending Services Subcommittee Chair, Fayetteville Tech CC
<input checked="" type="checkbox"/>	Peter Kracunas	Media Booking Subcommittee Chair, Alamance CC
	Libby Stone	Reports Subcommittee Chair, Gaston College
<input checked="" type="checkbox"/>	Linda Kressal	Serials Subcommittee Chair, Tri-County CC
<input checked="" type="checkbox"/>	Dr. Bill Randall	VP, Learning Technology Services, & IIPS Representative
<input checked="" type="checkbox"/>	John Wood	CCLINC/Sirsi System Administrator
<input checked="" type="checkbox"/>	Ruth Bryan	Director of Learning Services Technologies
<input checked="" type="checkbox"/>	Colleen Turnage	Director of Learning Services

Roxanne called the meeting to order at 2:05 and greeted members.

◆ **Old Business:** Ad hoc Portal Group

DISCUSSION: FYI only - At this time Sirsi is still re-packaging their federated searching offerings. Roxanne has not pursued re-formation of the Portal Group.

ACTION: None

◆ **Old Business:** Upgrades (Unicorn 3.1/Test server)

DISCUSSION: Tentative timeframe is for 3.1 upgrade is sometime in June. John is awaiting word on whether we can upgrade directly to release 3.1 or whether it would be better to stage the upgrade through release 3.0 before proceeding to 3.1.

ACTION: None

◆ **Old Business:** De-dupe project

DISCUSSION: Ruth and Colleen are working with Sirsi to fine-tune the parameters for the de-dupe of the CCLINC database, and Colleen's staff has been working hard on the list of "almost" dupes, which need to be processed by "live" catalogers. (See the Cataloging Subcommittee update below for further details.)

ACTION: Ruth will contact Sirsi to answer a few questions that were raised about how the de-dupe would affect transactions other than cataloging. She will discuss with Sirsi the possibility of scheduling the de-dupe for the first week of May. WHILE THE DE-DUPE IS IN PROCESS, NO CATALOGING MAY BE DONE IN THE CCLINC SYSTEM. THIS INCLUDES ADDING BRIEF TITLES.

◆ **Old Business:** Training Objectives

DISCUSSION: Ruth is still awaiting information from a couple of the trainers.

ACTION: None.

◆ **New Business:** Ad hoc CCLINC Directors' Group

DISCUSSION: There was some discussion of the draft of the charge to the ad hoc group. Susan Basnight moved to accept the charge as presented. Deborah Foster seconded and the motion carried.

ACTION: It was agreed that Roxanne would send an email notice to the CCLINC Directors, appending the charge, and asking for volunteers to respond to Harry Cooke by April 28th.

Subcommittee Updates:

Acquisitions: No update at this time.

Cataloging: The Cat. Subcomm. has met twice since the last Steering Committee meeting, once on March 2, and again on March 21.

On Feb. 28 the SC gave permission for an OCLC# search option to be added to SmartPort. During our March 2 meeting the Cat. Subcomm. decided, in light of the ongoing duplication problem, that it would be advisable to limit SmartPort searching to OCLC# only and to limit searches to the OCLC database only. Roxanne referred these decisions to the SC for vote by email the measures passed. Charles sent out an announcement explaining the upcoming changes and John made the necessary changes on March 16.

Colleen & crew have been working through the lists of 'almost' dupes vigorously. Colleen has begun to email the cataloging contacts at each school when it is discovered that one of their login IDs has been used to create a duplicate record. This serves as both as a 'heads-up' and an instructional tool. LTS is also beginning to document offenses in case the information is needed later. The duplication problem was cited as a

prime example to submit to the Ad Hoc Directors Committee. A meeting needs to be scheduled with Lending Services to try and hammer out some policies regarding the use of the Add Brief Title wizard.

In accordance with the approval from the Steering Committee, the Cat. Subcomm. discussed which cataloging formats John should update the 856 field indexing to make subfields \$3, \$y, & \$z fully functional, and Charles submitted the list to John.

The editing of the proposed new policies for cataloging eBooks and other electronic resources has been taken over by Roxanne and Colleen, with some progress. The broken URL cleanup project is almost complete. The last pages of the report have been distributed for cleanup.

Lending Services: The lending services subcommittee is helping to evaluate a recommendation from Libby Stone that some other notice headers be developed, especially one that refers to the fact that library fines will block the patron's grades, diplomas, certifications and/or transcripts. This is **NOT** to be taken as a wholesale permission for every school to construct custom templates, but simply to offer a few more options where a majority of schools have needs in common.

Media Booking: Peter put forth the point that, since so few colleges use Media Booking, it might be time to dissolve this as a subcommittee. The Steering Committee will take this under review at the next meeting.

Reports: Libby is still working on a few procedures. Also, the Report Runners had a Jam session conference call on April 12th. The topic was "Spring Cleaning: Removing Your Saved Templates and Finished Reports." John had advised Libby that there are over 2,300 saved templates in the system, and some folks have several hundred!!!

Serials: Linda and her subcommittee are putting together the training objectives for the CCLINC Serials training.

Next Meeting: May 23, 2006 at 2 p.m.

Roxanne adjourned the meeting at 3:15 p.m.
Minutes submitted by Roxanne W. Davenport