

**CCLINC Steering Committee
Meeting
Conference Call
Wednesday, February 18, 2004**

Facilitator: Libby Stone, Chair

Attendees:

	Monique Mitchell	District I Representative
<input checked="" type="checkbox"/>	Linda Leighty	District II Representative
<input checked="" type="checkbox"/>	Ernest Avery	District III Representative
	Renee Watson Dusenbury	District IV Representative
<input checked="" type="checkbox"/>	Dr. Harry Cooke	District V Representative
<input checked="" type="checkbox"/>	Charles Wiggins	District VI Representative
<input checked="" type="checkbox"/>	Teresa Wehrli	Acquisitions Subcommittee Chair
<input checked="" type="checkbox"/>	Sharon Day-Lowe	Cataloging Subcommittee Chair
<input checked="" type="checkbox"/>	Stephanie Carter	Lending Services Subcommittee Chair
<input checked="" type="checkbox"/>	Peter Kracunas	Media Booking Subcommittee Chair
<input checked="" type="checkbox"/>	Linda Kressal	Serials Subcommittee Chair
<input checked="" type="checkbox"/>	Dr. Bill Randall	Learning Technology Services & IIPS Representative
<input checked="" type="checkbox"/>	John Wood	CCLINC/Sirsi System Administrator
<input checked="" type="checkbox"/>	Ruth Bryan	Coordinator of Learning Services Technologies
	Vacant	Coordinator of Learning Services

Libby Stone called the meeting to order at 2:03 and greeted members.

OLD BUSINESS

◆ **Old Business: NONE**

NEW BUSINESS

◆ **New Business: Steering Committee Membership**

DISCUSSION: Terri Holston, former District I representative, has accepted the position of Distance Learning Coordinator at JCC and will no longer be on the Steering Committee. Monique Mitchell from Roanoke-Chowan has volunteered to take Terri's place. Roxanne Davenport, former Coordinator of Learning Services at the system office, has accepted the position of Director of Library Services at Pitt CC. Can the SC change membership mid-year? Can each committee make decisions concerning membership? Bill Randall reported that NCCC System Human Resources department is making plans to replace Roxanne Davenport's position with a librarian to assume the same duties. The new hire will serve on the Steering Committee.

CONCLUSION: Membership makeup can be determined by each committee, with major changes to be made at the time of the annual meeting.

ACTION: Monique Mitchell will take Terri Holston's place on the Steering Committee.

◆New Business: Lending Services Form for Unfilled Requests

DISCUSSION: Stephanie Carter, Lending Services Subcommittee Chair suggested creating an electronic copy of a standard form to be used by ILL contacts when a hold/ILL cannot be filled. Methods for identifying items that are checked out to OCLC ILL users were also discussed.

CONCLUSION: ILL contacts will be encouraged to utilize the 'ILL Unfilled Request' form to notify requesting libraries that a requested item is not available. ILL contacts will also be encouraged to indicate a status of 'Checked Out' on items checked out to OCLC users so that Holds can not be placed on the item.

ACTION: Stephanie Carter will send an explanatory memo and an electronic copy of the 'ILL Unfilled Request' form to each ILL contact person.

◆New Business: Cooperative Agreement Review

DISCUSSION: Several changes/revisions/corrections have been submitted/identified including:

- Need to remove Pam Doyle's name from the signature page
- Need to change the name from Library Resources to Learning Technology Systems
- Position is no longer called Director, it is Associate Vice President
- A statement under the section "Roles" for the system office says that "LRS staff also collects state-wide statistical information and makes this available to state, college, and library administrators." Is this being done? Who is responsible? LRS staff, or our system administrator?
- Need to change each mention of Library Resources Services (LRS) section and Director of Library Resources to the appropriate current titles.
- Has the title of NCCCSO Coordinator of Library Information Technology changed? (It's on page 3 and maybe on others.)
- In section on participants, I wonder if CCLINC is still third among libraries of publicly funded institutions of higher educ. in NC. (on top of page 2)
- In same section, is 70% still correct for number of comm. colleges participating in CCLINC?
- In section on distance education, "it's" should be "its" in the first sentence. (page 4)
- New role of NCCCSO in terms of cataloging, acquisitions.

Which items require a vote by the Users Group?

CONCLUSION: The Steering Committee can make correction of brief factual information without employing a vote of the Users Group, however the Steering Committee will discuss proposals and present significant changes to the Users Group for discussion and vote.

ACTION: Libby Stone will revise statements in question and distribute to SC for discussion during the next meeting of the SC. Final proposals will be taken to the User's Group for vote.

◆New Business: WebCat Issue - Confusing placement of call numbers at the top of item records

DISCUSSION: Charles Wiggins has recently discovered that when you view a record in WebCat, in certain cases, the call number that displays at the top of the record may not be the call number for the library that was searched. This happens anyway when a patrons searches ALL libraries, both on the Search Results list and the record view. John says that WebCat can be set so that the call number does not display at the top of the record view. Do we want to change this?

CONCLUSION: Members agreed that the current situation is confusing to students and staff and should be remedied.

ACTION: John Wood will turn off the 'Call # Display' on the top of the record so that call numbers only appear at the bottom of the record along with the library's holding information. Libby Stone will inform CC LINC members of the change.

NOTE FROM LIBBY: After the meeting, John made the change in WebCat. A significant number of CCLINC members were displeased with the change due to the fact that the call number was also removed from the result list. The Steering Committee took an emergency vote by e-mail, and asked John to turn the 'Call# Display' back on.

◆ **New Business: WebCat times out**

Short time-out setting is inconvenient for students and staff

DISCUSSION: Other members had not experienced a change in the Time-Out feature

CONCLUSION: Browser preferences can be set on individual computers

ACTION: Individual library may set 'Time-Out' settings as deemed appropriate.

◆ **New Business: Patron Records and students who switch schools**

DISCUSSION: From time to time we have students who come to Blue Ridge after taking classes at another CCLINC college, and we often discover that they already have a record in the system when we search their SSN as ALT ID. In every case so far, as long as the student did not have outstanding items or bills, the 'old' library has been willing to change the student's record to a Blue Ridge record so we could edit and update, and make it 'our' record.

1) Do we want to propose a policy to formalize that arrangement among all the participants? 2) I remember discussion after the migration concerning the removal of the 2-letter institution codes that followed the SSN, which allowed, in effect, a user to have distinct records at multiple libraries. What were the results of that discussion? Would it be preferable to re-institute that policy? Can Sirsi write a program to append the codes to each ALT ID? Or, would it be a manual process?

CONCLUSION: This issue has important ramifications to libraries and students

ACTION: Stephanie Carter will ask the Lending Services Subcommittee to examine the issue and its ramifications and suggest solutions to the Steering Committee at a later time

◆ **New Business: New Item Location**

Theresa Wehrli requests a new item location for items physically located in Wake's Music Room.

DISCUSSION: Libraries will sometimes need new locations to deal with unique situations.

CONCLUSION: New locations can easily be added to SIRSI, after John has verified there is no duplication.

ACTION: John Wood will add a 'Music Room' location to SIRSI.

◆ **Next Meeting:** Libby Stone will arrange a telephone conference call for the next meeting of the Steering Committee on Wed, March 17, 2004, at 2:00 pm

Libby Stone adjourned the meeting at 3:35pm

◆ Minutes Submitted by Linda Kressal

SUB COMMITTEE UPDATES:

◆ **Acquisitions Subcommittee Update** – NO UPDATE

◆ **Cataloging Subcommittee Update** – NO UPDATE

◆ **Lending Services Subcommittee Update** - NO UPDATE

◆ **Media Booking Subcommittee Update** – NO UPDATE

◆ **Serials Subcommittee Update** – Serials Subcommittee met via conference call on February 12, 2004. Several items will be discussed at the next meeting of the Steering Committee.