Members

Libby Stone (Gaston College) Steering Committee Chair
Robert James (Nash CC) Vice-Chair
B.J. Thompson (Central Carolina CC) Cataloging/Serials Subcommittee Chair
Lisa Dees (Wake Tech CC) Lending Services Subcommittee Chair
Paula Hopper (Beaufort CCC) Reference/Instruction Subcommittee Chair 2019-2020
Jennifer Mincey (Wake Tech CC) – Reports Subcommittee Chair
Patricia Peterson (COA) District 1 Representative
Rich Garafolo (Lenoir CC) District 2 Representative
Sara Thynne (Alamance CC) District 3 Representative
Kris Obele Bele (Fayetteville Tech CC) District 4 Representative
Joel Ferdon (Stanly CC) District 5 Representative
Staci Wilson (Catawba Valley CC) District 6 Representative
Colleen Turnage (NCCCS) Director of Library Services
John Wood* SirsiDynix System Administrator
Kathy Davis* (NCCCS) Director of Distance Learning and Change Management
*_Non-voting member_

Vacancies: Steering Committee Past Chair

Unable to attend: B.J. Thompson, Patricia Peterson, Sara Thynne

**Minutes for the 1/21/2020 meeting were approved by e-mail and posted on the NCCCS website on 1/27/2020.**

**Call to order at 2:05 p.m.**

I. _**Old Business**_

a. **Roll-out of new features** – February 2nd WorkFlows upgrade – about three libraries had issues, but otherwise it went well. SymphonyWeb will be upgraded in the next few weeks. John will reach out to the directors about configuration. John and Colleen will send out information in the next week or so. We will have 61 instances of SymphonyWeb to begin with, Rich made the motion that each library will get one login to test; Joel seconded, and the motion passed. If we need more logins, will have to amend the contract – not a hard thing to do per Kathy. Kathy will reach out to SirsiDynix to ask about pricing, in case colleges are asked to pay part. We have 75 total branches, and about 450 logins. **Directors: please check your current list of logins and contact John if you no longer need so that he can remove; Display user – type "LOGIN" in the user name field, and select your college to get a list.** Colleen will e-mail a survey to all of the directors

to see how many logins they will need. Later in the spring we will look at which BLUEcloud (also web-based) feature to deploy.

b. **Help sessions with John Wood** –February 13th – 22 attendees. John will e-mail when the next one is scheduled - feedback for topics is welcome. Steering Committee recommends that our next Q&A cover the new features of SymphonyWeb and BLUEcloud suite. Sessions will be recorded and archived. Grant LeFoe from SPCC had suggested that John might have a session on patron data loads. According to John, campuses have IT staff who use INFORMER for extracts. Any library who would like to do this can contact schools for instructions– Wake, Lenoir, Cleveland, Surry, and Stanly CC are all currently doing patron loads. All user IDs have to be unique, and cannot be used at any other library in the consortium. **John will be at the NCCCLA conference on Thursday, March 5 during the afternoon, and at the CCLINC meeting!**

c. **BLUEcloud Analytics**– John - Steering Committee has already looked at the self-paced trainings. Ad-Hoc committee? Group trainings? There will be another presentation to help us create our dossier. John is waiting on a definitive date and will pass it on. Reports: Charge to Missing, Set Inventory Date, and Set User Expiration date – the library auto-fills-in now thanks to John and Kat Stephens from S/D.

d. **Reciprocal Lending Agreement ad hoc committee** – Rich – Should we add this to the CCLINC Interlibrary Loan Policies & Hold Procedures? **Action Item: Refer to Lending Services to incorporate into their documents. This ad hoc committee is now disbanded.**

e. **In-person trainings –** Colleen- inventory, SymphonyWeb will be scheduled; we have 5 credits; planning to have one class at one location for a total of five classes throughout the year.

f. **Enterprise Upgrade –** John – prep work is finished. Accessibility issues – new VPAT. Will upgrade by the end of February. Will be done over the weekend, only an hour or two of downtime expected.

g. **Steering Committee Elections** -Need to send out ballot for Chair and Vice Chair in February – Libby will rotate to Past Chair.

h. **Evaluation of CCLINC Cooperative Agreement** – Joel, Staci, Libby, Colleen, Kathy, etc. will look over and continue revisions. May need to meet again to discuss the revisions. Steering Committee will need to take a vote on final revision before it is presented to the consortium for a vote. View the current agreement here: https://www.nccommunitycolleges.edu/sites/default/files/library-services/cclinc_2016-2017_ncccs_signed.pdf

i. **Review and Revise Steering Committee Procedure -** https://www.nccommunitycolleges.edu/sites/default/files/library-services/cclinc_steering_committee_procedures_oct2018.pdf The discussion for the cooperative agreement took a lot of time, so many members of the committee had to leave the meeting. We did not have a quorum, but we did discuss changes that Robert had submitted regarding the Steering Committee

Procedure. Libby will e-mail the revised procedure for review by the committee in the next week or two. The committee will need to vote on the changes, but this does not need to go to the consortium for approval. Libby will send the approved revision to Colleen for posting on the Library Services website.

j. **TABLED - Overdue Threshold blocking and Configuration settings in Workflows – Rich -** Discussion was held at our last meeting as to whether we can change the overdue threshold at the library level – currently it is set by the user profile. Setting the number of overdue items controls when the user will be blocked. Faculty currently has an overdue threshold of 1 – so this requires an override to check out. Changing these settings would mean we would need to rebuild the entire circ map. If we have access to view configuration settings, we would have access to make changes. After the meeting, John reported: I did check the system settings and the help screens, and the overdue threshold is set at the user profile, not the library. So, since all the CCLINC libraries use faculty, staff, student, etc. as the patron profiles, changes there apply to all libraries.

k. **TABLED - Fine threshold – Lisa Dees – Lending Services-** recommends that we raise the fine threshold to $5.00. Right now, the fine threshold is set to $.05. Raising the fine threshold would enable students to renew and place holds online with overdue fines of up to $5.00. It would also enable staff to not have to enter overrides for students with fines less than $5.00 when checking out, renewing or placing items on hold. This is a global setting for all libraries. This was referred back to Lending Services after the last SC meeting– different amounts for different user profiles? **In regards to the fine thresholds, the Lending Services Subcommittee voted to recommend keeping NON-STDNT, PUBLIC, and COMMUNITY user profiles at .05 and raising the fine threshold to $2.00 for student profiles.**

II. *New Business*

a. **TABLED - Syndetics Book Covers problem – Colleen**

"Typically, companies like Syndetic are going to use the book jacket cover image for volume 1 of a volume set to represent that volume set. If you really want book jacket covers to match exactly, then you'll need to work out in advance which ISBN goes with the book jacket cover of your volume, then let me know. I'll then remove all the extra ISBNs in the record so the correct book jacket cover displays. One hitch to all this though… book jacket covers for titles often CHANGE when the title is republished as a paperback (after being originally published as a hardback). This could get very sticky very fast because a good many records cite both the hardback and paperback ISBNs (we're talking DLC copy!). What if we have one consortium member library who owns the hardback while another owns the paperback? Who gets dibs on which book jacket cover ends up displaying in the library catalog? Yes, we could have

separate bibs for each volume in a volume set, but that greatly increases the # of bibs in the library catalog. And we'd still have the problem of dealing with different book jacket covers for hardbacks vs. paperbacks."

III.   **TABLED** *Subcommittee and District Reports*

  a. District Reports –
  b. Lending Services – Lisa Dees
  c. Cataloging/Serials – B.J. Thompson – The committee discussed a possible rewrite to the Best Practices for Dealing with Missing Items document. Instead, it was decided that we would add a description to the two methods of marking an item missing in the document. Once the addition is complete, we will present it to the steering committee for approval. The next meeting is March 26, 2020 @ 3:00.
  d. Reports—Jennifer Mincey
  e. Reference/Instruction Services – Paula Hopper

Next meeting CCLINC Users Group Meeting at the NCCCLA Conference
Meeting adjourned at 3:49 p.m.

Respectfully submitted,
Libby Stone