Minutes of the CCLINC Steering Committee Meeting
Taken by: Kathy Martin
August 1, 2001
2:00 pm via conference call

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Present:
Chris Meister (District V Rep)
Dan Swartout (Circulation/Reserves Subcommittee Chair)
Debbie Luck (Cataloging Subcommittee Chair)
Gloria Sutton (Bridges II Manual Editor)
John Wood (Sirsi System Administrator)
Kathy Martin (Steering Committee Chair)
Libby Stone (Acquisitions Subcommittee Chair)
Mario Ramos (Serials Subcommittee Chair)
Pam Doyle (Director of LRS, NCCCS)
Raye Oldham (ILL Subcommittee Chair)
Renee Watson (Media Booking Subcommittee Chair)
Roxanne Davenport (Library Information Coordinator, NCCCS)
Ruth Bryan (Coordinator of Library Information Technologies, NCCCS)
Susan Williams (District VI Representative)

Absent:
Bob Blackmun (Assoc. VP for Info Resources, NCCCS)
Gerry O'Neill (District I Rep)
Gretchen Bell (Training Committee Chair)
Luella Teuton (Past Steering Committee Chair)
Stephen Hawkins (District II Rep)

Decision(s):
- The "Circulation Reports" and "Reserves Reports" that the Circulation/Reserves Subcommittee submitted to the Steering Committee were formally approved, with the understanding that minor changes/updates will be made as needed.
- The "ILL Policies" submitted by the ILL Subcommittee were formally approved, with the understanding that minor changes/updates will be made as needed.
- If your school needs a new Item Type or something of that nature, the correct procedure is to submit a request for its creation to the Steering Committee for review.

Next Meeting Date/Time
Thursday, September 13, 2001 @ 2:00 pm via conference call.

If you have anything that you would like to see on the Steering Committee agenda, please send it to Kathy Martin at: kmartin@pcc.pitt.cc.nc.us, or any member of the CCLINC Steering Committee.

Update on CCLINC Cooperative Agreement
Pam Doyle gave an update on the CCLINC Cooperative Agreements. So far, Pam has received 19 in hand and has gotten confirmation from two other schools, for a total of 21. If you have any questions or comments, please feel free to contact any of the members of the Steering Committee.

Report on Users Group Meeting
Kathy Martin gave a report on the Users Group meeting that took place during the Distance Learning Conference at Fayetteville Technical Community College on July 26th at 2:00 pm. Minutes from this meeting are forthcoming.

"Public" user profile question
Some schools are using the "Public" patron profile available in Sirsi. Currently, the settings on the public profile allow unlimited checkouts. The Steering Committee decided to ask John Wood, Sirsi SA, to have the public profile settings mirror the non-student profile settings. Since the public profile was not originally something that any of the schools were going to use, it is recommended that each school run a report to see if they have any patrons with a public profile that should be another profile in case some patrons were assigned the wrong profile.

New Member Form and New Member
Ruth Bryan submitted a "CCLINC Library Network Membership Application" form for review. Ruth also explained that when schools request information on joining CCLINC, she sends them a packet which includes the aforementioned new member application, the cost statement, a listing of the different trainings and their costs, an explanation of how on-going business costs are calculated, the basic hardware that is required, information on barcodes, and the cooperative agreement. A cover is going to be created to accompany the packet to explain what everything is and to clarify that a school does not become a member of the consortium until after the CCLINC Cooperative Agreement has been signed by all parties and their money has been collected.

Montgomery Community College, with a collection of approximately 15,000 items, is interested in joining CCLINC. They have received an information packet and seem excited at the prospect of joining.

DELETEME
John Wood, Sirsi SA, has sent out an email to the local System Administrators and the Report Runners explaining a snafu that we have run into with the DELETEME location. The bottom line is, do not move anything else into deleteme until further notice.

Subcommittee Updates

Acquisitions Subcommittee Update by Libby Stone
The subcommittee had their sure start meeting on July 18. The session went very well. Minutes from that session will be included with the minutes of the August 1 steering committee meeting. (*Kathy's note: Please see Appendix A for these minutes*)

The subcommittee is working on a survey to send out to the library directors and acquisitions contacts concerning fund levels. The survey will be sent sometime in the next two weeks.

The acquisitions workshop was held at Fayetteville Tech on July 24. Presenters were Pam Doyle, Linda Stone, and Libby Stone. There were 18 in attendance; colleges represented included Mayland, Gaston, Richmond, Halifax, Sampson, Brunswick, James Sprunt, Durham Tech, Central Carolina, Wayne, Alamance, Wilkes, and Roanoke-Chowan. Renee Watson from Central Carolina videotaped the session in case there may be other CCLINC members who were unable to attend but may want to view it; Ruth Bryan will review the videotape before it will be loaned to anyone.

Taken by: Kathy Martin
Pitt Community College

The workshop went very well. The acquisitions procedures were used as a guide for practicing acquisitions in the test server. Libby Stone went through each procedure with the group. Linda Stone and Libby gave assistance as needed.

At the end of the day, Pam Doyle asked who would most likely be using SIRSI acquisitions this year, and the majority said they would.

Libby Stone will have a workshop at Cleveland in August or September for those who were unable to attend the workshop in Fayetteville.

Bridges II Manual Update by Gloria Sutton
Tuesday, August 7 is the cut-off date for the Administration Section of the Bridges II manual. The Administrative section will be ready for review by the Steering Committee by the next meeting. An extension of time has been given to the Cataloguing subcommittee and the Circulation subcommittee.

Cataloging Subcommittee Update by Debbie Luck
Nothing to report.

Circulation/Reserves Subcommittee Update by Dan Swartout
The Circulation Sub-committee will over the next ten days or so be reviewing the how-to's involving all aspects of the reserve function. In addition, Dan Swartout will review and make the minor changes to the Circulation reports per conversation with John Wood. Finally, we hope to have all documents ready for review by the Steering committee well before the end of August.

ILL Subcommittee Update by Raye Oldham
The Interlibrary Loan Subcommittee would like to remind all schools that if they remove a hold, it is appreciated by the patron's school if whoever cancels the hold would notify the patron's school so that they can help their patron make another appropriate selection.

Media Booking Subcommittee Update by Renee Watson
Please see Appendix B for minutes from the latest subcommittee meeting.

Serials Subcommittee Update
It was stated in the minutes for the July 9, 2001, meeting that: "...effective immediately, Subcommittee chairs will be asked to submit their updates in writing prior to Steering Committee meetings."

No update was submitted for this subcommittee.

Training Subcommittee Update
It was stated in the minutes for the July 9, 2001, meeting that: "...effective immediately, Subcommittee chairs will be asked to submit their updates in writing prior to Steering Committee meetings."

No update was submitted for this subcommittee.

Taken by: Kathy Martin
Pitt Community College

Minutes
CCLINC Acquisitions Sure Start Conference Call
With Kim Battles
July 18, 2001 – 2 p.m.

Present: Libby Stone, chair
                Martha Robinson, Linda Stone, John Wood, Debbie Luck, Ruth Bryan,
                Roxanne Davenport

Absent: Judy Hodges, Susan Williams, Carolyn Bittle, and Pam Doyle

Question 1:
Session settings – who will use this on a regular basis? Is this mostly for libraries with branches that will not be doing their own acquisitions? I know for Cleveland, we will want to be able to maintain and display our information, but we would not want anyone else to be able to.

Answer:
In session settings, everyone should set their own. When you use the session settings, you can set properties that are shared among the other wizards. This simplifies the process for setting properties for individual wizards. The maintenance and display libraries should be your own. For libraries with branches, if they do their own ordering, they will set the maintenance and display libraries as their own. If a main campus is doing the ordering for all branches, they would be the maintenance library, but the branches may or may not be set to display the orders. If a main campus wants to be able to order some things for a branch but the branch will do the bulk of the ordering, they might set up a special fund at the main library for each campus. However, this won't work very well, since the funds will be encumbered at the main campus and not the branch. Adjustments to the branch campus' fund balance would have to occur. It would be better to have the branch do all their ordering (or none). The acquisitions library is the one who does the ordering. Have John set the policies for providing the appropriate access.

Libby Stone talked about the problem with viewing items on order. In order to see a list showing a title has been ordered for Cleveland, she has to click on the display options button. Kim replied that she felt this was a problem with properties. She will check to see if properties can be changed to fix this problem.

Question 2:
In funds, if we checkmark the "automatically add audit trail" and select note or comment, each transaction is listed as a separate note or comment. Is it important that all libraries use the same field (note or comment) for extracting information using reports?

Answer:
There is no rule that says note or comment should be used; but whichever field is selected, that field should be used consistently. Roxanne asked about the possibility of doing global reports on vendor performance. Kim said that the system does not yet have that capability; however, we may want to make a decision to all use one field for the audit trail and the other for comments we may have.

Question 3:
Vendors and fiscal cycle – will the vendors rollover when we rollover funds?

Answer:
There is a FAQ on the web site about rollovers. John had sent some information to Libby as well. Basically there are five steps to fiscal year rollovers: rollover vendors, rollover funds, and then rollover firm orders, standing orders, and subscription orders. Standing orders will automatically rollover when you receive the first item. Some customers prefer to let it automatically happen since items may not be received every year. Firm orders and subscription orders, however, must go through the rollover process.

Question 4:
Format of fiscal years – Cleveland is the only library that used acquisitions in 2000-2001. We used 2001 as our fiscal year, but the acquisitions subcommittee has decided that everyone should use 2001 as this year's FY (for the 2001-2002 FY). Could Cleveland use "2001a" for 2001-2002, and will this impact any other libraries? Or is there a way to convert all of our order records currently with the FY 2001 to 2000?

Answer:
Kim can globally move all of Cleveland records to 2000. Kim can run reports for FY 2000 to make sure data can be properly moved or cleaned up. Also, a full-system backup must be done (John does one every day). This also needs to happen before Cleveland does their fiscal year rollover.

A discussion began about vendor and fund IDs. If we want to prepare for running universal reports, all the colleges should use the same vendor IDs. Libby is sending her list to the subcommittee to make sure it includes all the vendors we are aware of. Libby also asked if Cleveland's fund ID could be changed globally to CLBK instead of CV since their college code was changed by SIRSI when the new system was installed. Kim said Libby could edit the fund ID and that would change the display. Linda asked if it would be possible to change those codes back to the ones we were used to using with our old system. She expressed her concern that people would continue to use the old codes to which they were accustomed, and this could cause problems. John said he would look into that.

Question 5:
What vendors does SIRSI have active interfaces with? Some of the vendors frequently used by CCLINC libraries are Baker & Taylor, Emery-Pratt, Rittenhouse, Eastern Books, Majors, Quality, Ingram, Southeastern, Gale, and Bowker.

SIRSI has no active interfaces with vendors at the moment. Kim thinks SIRSI has been talking with seven or eight large vendors about an interface. She thinks Baker & Taylor, Emery-Pratt, Gale, and possibly Ingram may be on the list; but she is not sure. SIRSI has not finished their part of the interface. It is being written now, and then will have to go through a testing process. She thinks it will be out in 2002. Some other options may be to automatically e-mail the purchase order as a report by selecting the e-mail option. If an e-mail address is present in the vendor record, it will be picked up. Another possibility, to insure better formatting, might be to save the report in Word and send it as an attachment. A header and footer could be attached.

Question 6:
When creating or editing funds, is the account number field limited to a certain number of characters?

Answer:
Account numbers can have up to 20 characters.

Question 7:
Add Brief Title – if we don't check these titles as permanent, will this impact anything later on in the life of the record?

It would be better to mark them as permanent. That way any clean-up process that may occur won't affect them.

Question 8:
When creating brief titles for orders, is there an easy way to shadow at the copy level? Cleveland has been shadowing titles using properties on the Add Brief Title wizard, but the subcommittee has determined that we should be shadowing at the copy level instead.

You can only shadow at the copy level if you use a shadowed location. Otherwise, it is available with the Add Title wizard. We explained that Add Title was not available to some acquisitions personnel. It was decided that setting up shadowed locations might be a good idea (e.g. Books-Shadowed). The subcommittee will ask John to set up a few new locations.

Question 9:
Displaying and maintaining funds/orders – If we choose not to see each other's orders, we will still see the title records, won't we?

Answer:
You can see each other's titles but not the order information.

Question 10:
Fund levels – 1) Campus, 2)Division, 3)Department, and 4) Other (possibly Electronic Subscriptions?)

That looks fine. You can look up fund by fund levels and the system will give you a summary. You may want to consider a separate fund for electronic subscriptions. A fund level might also work.   We may want to use the fourth fund level for material types. Colleges need to consider what needs they may have to pull information from funds together to get amounts and totals. Since the fund levels are set universally, we will have to get together as a group and decide. The subcommittee will look at this.

Procedures Review:

Kim thought the procedures looked very good. She had only a few suggestions:

In the Ordering procedure, she suggested that we might not want to receive at the order record. Since it is not done through Invoicing, invoice reports would not include those amounts. Libby will include this in the acquisitions training.

Date Ready/Date Mailed – don't set these until the order is done. If you don't finish the order as you plan and a report is run, it could cause problems. Libby will change this in the procedures.

Invoicing – Step 11 – after order ID, line items, and fiscal cycle are entered, you should press OK. The title of the item entered should display before continuing. Libby will add a note regarding this in the procedures.

Other Business:
John announced that he would be cleaning up the holding codes.

Minutes submitted by Linda Stone
Approved by Libby Stone, Chair

Summary of Media Booking Committee Meeting 7/20/01

Members present: Debbie Luck, Renee Watson

This meeting was spent making decisions about a cataloging template for Media
Booking and determining factors in how it might be used within CCLINC.

A decision was made to use the Add Brief title wizard and existing EQUIP template
(customized list version) to add booking records to the system, after looking at the add
title template, and other options. We decided not to use the Add title EQUIP template,
but that looking at it is a good way to get an idea of which marc lines are used in the
Add Brief template.

We found that all fields on the template are searchable, HOWEVER, any text added to a
field is NOT searchable until the next day.

Using the serial number field would be useful only on the holdings/title record, which
would be attached to a bib record with the title of the brand name and type of equipment
and the fields designated by the customized list in the template (for example, Kodak-
Slide Projector). We would want to remove the serial number field on the customized
list, because it is searchable. The call number could be changed from the auto-
generated one to a phrase, such as "Call to Reserve".

Items which are often grouped together for checkout can use the 300 field for an
equipment list or ask John to set up booking groups for that school.

For adding accompanying accessories, one can add call number and the item (for
example, remote, extension cord, etc.)   A repair history for the equipment can be kept
in the holdings, along with the manufacturing company.

The next step for the booking committee is to write an explanation of the above with
screen shots and submit it to the steering committee.