Minutes of CCLINC Steering Committee Meeting
Conference Call
Wednesday, April 20, 2005

Facilitator: Ernest Avery, Chair, Piedmont CC

Attendees:

☑	**Monique Mitchell**	**District I Representative, Roanoke-Chowan CC**
☑	**Susan Basnight**	**District II Representative, Pitt CC**
☑	**Debbie Luck**	**District III Representative, Randolph CC**
	Renee Watson Dusenbury	**District IV Representative, Central Carolina CC**
☑	**Harry Cooke**	**District V Representative, Gaston College**
☑	**Charles Wiggins**	**District VI Representative, Blue Ridge CC**
	Tonya Robinson	**Acquisitions Subcommittee Chair, Brunswick CC**
	Roxanne Davenport	**Cataloging Subcommittee Chair, Pitt CC**
☑	**Stephanie Carter**	**Lending Services Subcommittee Chair, Vance-Granville CC**
☑	**Peter Kracunas**	**Media Booking Subcommittee Chair, Alamance CC**
☑	**Libby Stone**	**Reports Subcommittee Chair, Gaston College**
☑	**Linda Kressal**	**Serials Subcommittee Chair, Tri-County CC**
	Dr. Bill Randall	**VP, Learning Technology Services, & IIPS Representative**
☑	**John Wood**	**CCLINC/Sirsi System Administrator**
☑	**Ruth Bryan**	**Coordinator of Learning Services Technologies**
☑	**Colleen Turnage**	**Coordinator of Learning Services**

Ernest called the meeting to order at 2:05 and greeted members. Sharon Day-Lowe (Gaston) attended in place of Harry Cooke.

♦Old Business: Updates to User Categories

DISCUSSION: The Lending Services Subcommittee recommended that User Categories 1 and 2 remain unchanged, and that UserCats 3, 4, and 5 each contain the same list of tags as in the proposed UserCat 5, thus giving individual libraries the option of choosing additional tags needed for reports and eliminating the need for modifying current patron information. Tags for UserCats 3, 4, and 5 will include DAY, DISTANCE, EVENING, FEMALE, FULL-TIME, MALE, PART-TIME, and UNKNOWN.

CONCLUSION: The Committee agreed to the proposed UserCats update.

ACTION: Motion made, seconded, and carried to accept the Subcommittee's recommendations. John will add the approved categories, and Stephanie will notify CCLINC members of the availability of the additional User Categories.

♦**New Business: iLink**

Question 1: In a list of search results, some items have the caption "No copies currently available. Estimated wait undetermined." But clicking on the 'Details' button reveals that the item is on reserve. Can this be changed to avoid confusing our patrons?

Question 2 : I don't like Find It Fast since I believe it requires manual updating, and we just don't have staff to devote to that. . . . I would like to see a survey containing all the possible configurations of iLink sent out to CCLINC members for voting on global settings. If there is anything that is purely a local decision, I would like to see that as well.

DISCUSSION: John provided the following iLink information: The "no copies" message also existed in WebCat; items on reserve must be accessed via the Reserve Desk button. Individual campuses may choose to remove copy status information, but this will affect <u>all</u> items in a results list. (John will de-activate copy status information on the test server so that all campuses can see the results list as it appears without this information.) Find It Fast does not require manual updating. Any campuses who want to change their local iLink options should contact John individually, bearing in mind that these changes will require server downtime.

♦**New Business: Add new User Category**

Request from CCLINC member to add new User Category--Shaw University

DISCUSSION: The Committee had no objections to this request.

ACTION: The Committee approved the request by voice vote. John will add Shaw University to User Category 2.

♦**New Business: Updates to Policies/Procedures**

Comment from CCLINC member: It would be nice if the procedures that were sent out back in 2001 for cataloging and acquisitions were updated. These are so helpful since they have "screen shots" along with the step-by-step instructions. I find that I still have to refer to these sometimes.

DISCUSSION: Updates to Acquisitions, Cataloguing, Serials, and Lending Services policies/procedures have been or will soon be added to the System Office web site. (Cataloguing handouts have been updated and are available.)Ruth noted that Acquisitions training will be held on May 5th and that the schedule for fall workshops will be announced in August.

♦**New Business: Miscellaneous Items**

Charles noted that Shirley McLaughlin, LRC Director at Asheville-Buncombe Technical Community College, has announced her plans to retire in June.

Subcommittee Updates:

Acquisitions: No report

Cataloging: No report

Lending Services: The Subcommittee has sent a memo to ILL contacts and LRC Directors reminding them of the importance of using and supplying mailing labels, and including book wrappers (with essential information) on all items. Stephanie also noted that holds are being placed on non-holdable items. John said that this problem can be avoided by choosing 'Group' rather than 'System' on the Place Holds screen.

Media Booking: No report

Reports: The Subcommittee met last week, and the Reports Manual is forthcoming. Training sessions will be held May 6th in Raleigh and at the LRA annual conference.

Serials: Policies and procedures updates have been sent to serials contacts and will be posted on the System Office web site.

Next Meeting: May 18th or 25th, 2005, 2 p.m.

Ernest adjourned the meeting at 2:40 p.m.
Minutes submitted by Ernest Avery