

Attendees

Joel Ferdon (Stanly CC) Steering Committee Chair

Staci Wilson (Catawba Valley CC) Vice-Chair

Libby Stone (Gaston College) Past 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

Todd Nuckolls (Wake Tech) District 1 Representative

Sally Goodman (Coastal Carolina CC) District 2 Representative

Lisa Shores (Rowan-Cabarrus CC) District 3 Representative

Kris Obele Bele (Fayetteville Tech CC) District 4 Representative

Beverly Rufty (Mitchell CC) District 5 Representative

Alicia Hartley (Caldwell CC) District 6 Representative

Colleen Turnage (NCCCS) Director of Library Services

John Wood* SirsiDynix System Administrator

**Non-voting member*

Unable to attend: Joel Ferdon; Paula Hopper

Minutes for the 10/20/20 meeting were approved by e-mail and posted on the NCCCS website on 10/23/20

Staci called the meeting to order at 2:07 p.m.

I. Old Business

a. Help sessions with John Wood –

BJ sent the survey for the BCA attendees as requested. 11 took the survey. Survey results attached. Staci reviewed the results with the committee. One of the comments stated “Development of a CC libraries statistics dashboard so each library can compare ipeds/acrl stats and other agreed upon statistics to their peers.) I struggle to establish benchmarks and gauge needs and services informed by statistics because I have nothing to compare to. Enrollment and program data is available in the NCCCS dashboard, but not much if any library-specific data.” Colleen suggested that the directors could use the NCES.ed.gov site regarding peer review; Libby was not sure whether that site has been updated, so Colleen said that she will check on that and email a link. Colleen also mentioned that there are some documents on the NC Community College Library services page, but many are not available because they are proprietary in nature and would have to be password protected.

- b. **Cooperative Agreement**— Staci, Libby, and Joel will be meeting with Cheryl Kaminski, Associate Legal Counsel for the System Office, on October 26 to finish going over the Cooperative Agreement so that it can be sent out to Directors and Presidents for signing.
- c. **BLUECloud Mobile**—Report from Colleen and John. Status of meetings with SirsiDynix and implementation of App. Colleen had nothing new to report.
 - **Directors and Deans interested in using the trial App can contact Colleen or Joel for a link to the App.**
- d. **ILL**—How is everything going so far?
 - **Lisa Dees**—a couple of people report that their courier were not picking up items. Some colleges have cancelled their courier. Lisa is doing a test with a hold that was placed on Monday, September 14.
 - **Alicia** reports that she has had issues with timely ILL's.
 - **Lisa Dees** and Joel will be developing a survey about ILL's that the District Representatives will send out to the Directors.
 - Colleen made the comment that there might be an issue with the courier service center.
 - Jennifer Mincey reminds that there are the reports from BCA and Workflows to see the ILL's that should be coming in.
 - Processes, lending during covid, quarantining items
 - **Update for October 20 Meeting: see attached survey results**
 - *Actions: e-mail or call other colleges when you realize you have an issue*

II. **New Business**

- a. **The lending services subcommittee has received a request to add a new user category in SIRSI.**
 - We would like to open this to the Steering Committee for discussion. Here's more information which is just a paraphrasing of what John explained to us:

The category would be NEWBOOKS and would work the same as our DISPLAY user. There would be a user profile (NEWBOOKS) that is set to allow items checked out to NEWBOOKS to recirculate. The profile is also set to not use checked out as the location that shows when NEWBOOKS checks an item out. It shows something else instead, such as our DISPLAY user does. Libby asked whether this will affect circulation statistics, and John said that indeed it will. The committee expressed concerns about the skewing of statistics.

Action: Lisa will go back and ask for more information and be sure the requestor understands this will affect his stats. Tabled until next meeting.

b. The Cataloging Subcommittee would like to make two proposals.

- **The first proposal** is in regard to the subject heading "Illegal aliens." While it has not been changed "officially," we have developed a process to make the change/addition locally using "Undocumented immigrants." It is as follows:
 - Each school search their items and add a 650 tag of "Undocumented immigrants" mirroring the existing "Illegal aliens" subject heading.
 - If your school has the only holding for the item, you may remove the "Illegal aliens" subject altogether
 - When importing records from OCLC, replace the old subject heading with the new
 - Colleen has already created an authority record for "Undocumented immigrants" in the catalog. If you come across other variations of the subject heading, such as "Children of illegal aliens," contact Colleen for authority record creation
 - Colleen will send out these instructions to the directors and catalogers for information and will be left to the discretion of each library as to whether to add the 650 tag for "Undocumented immigrants."
- **The second proposal is for the steering committee to consider creating an ad hoc committee to evaluate/create a set of Inventory procedures & guidelines.** While all schools are free to continue to perform inventory in the manner that best suits their school's needs, it would be helpful to have something that can be referenced when needed. The latest Sirsi Training Guide is from 2014 and there are several things included that are no longer relevant. It is the subcommittee's suggestions that the ad hoc committee members are taken from the various subcommittees so that all aspects of inventory can be evaluated from Sirsi's various models. The committee discussed this proposal and decided that the reformation of the training subcommittee (next agenda item) would negate the need for an ad hoc committee. **Action: Move this proposal under section C – Training Subcommittee Reformation**

c. Training Subcommittee Re-formation—The recommendation has been made to re-form the training subcommittee to plan and coordinate training for the consortium. Charles Wiggins from Isothermal CC is interested in the Subcommittee Chair position. Although the Training Subcommittee is still technically a part of our by-laws, the Steering Committee still needs to move forward with officially re-forming the committee and with the nomination of Charles as Chair of the Subcommittee. BJ makes the motion, Jennifer Mincey

seconds to re-form the committee with Charles as chair. No discussion.
Unanimously approved.

Catalog Cleanup Project—Per Lisa Shores, David Wright from Surry CC asks for an update on the project. Colleen reported that she hasn't been able to do much at her end because of all the cataloging tasks, etc., that have been sent. "I think the only way you're going to get an idea is to survey the libraries. I've had a couple of requests for updated versions of BCA reports for some of the colleges so I know some are working on the project as time permits. But time is tight right now, even in the midst of this pandemic. Nothing new to report on BLUEcloud Mobile either. We're still working on getting the Apple version loaded in Apple's Play Store (or whatever they call it)." Lisa Shores said the cleanup project is a slow process. Colleen can run an updated report as records have been changed, or weeded.

III. *Subcommittee and District Reports*

- a. **District Reports** – NCCCLA has a Zoom account if any districts would like to have a virtual meeting! Reach out to Jennifer Seagraves or Cheryl Ann Coyle if you need access!

District 1—Todd Nuckolls: no report

District 2—Sally Goodman: virtual meet up Oct 6, focus was on collection development; connecting, where we are with things and with COVID. They plan to do this more often.

District 3—Lisa Shores: David Wright asked for an update on the catalog cleanup project that Colleen requested libraries work on earlier in the year. Nothing else to report.

District 4—Kris Obele Bele: no report

District 5—Beverly Rufty: virtual meeting

District 6—Alicia Hartley: no report

- b. **Lending Services** – Lisa Dees— already covered
- c. **Cataloging/Serials** – B.J. Thompson – already covered
- d. **Reports**—Jennifer Mincey – no report
- e. **Reference/Instruction Services** – Paula Hopper – no report

Sally asked if Joel could send the Zoom link out with the agenda each month.

IV. **Next meeting November 17, 2020 at 2:00 pm**

- V. Meeting adjourned: 3:06pm

Respectfully submitted,

Libby Stone