

Time: 2pm Meeting by conference call at 919-854-2244

Attendees

1 David Wright <i>present</i> Steering Committee Chair	9 Amy Gustavson <i>present</i> District 4 Representative
2 Tim Hunter <i>present</i> Reports Subcommittee Chair	10 Jayna Dempsey <i>present</i> District 5 Representative
3 Emily Von Pfahl <i>absent</i> Cataloging/Serials Subcommittee Chair	11 Rachel McLean <i>absent</i> District 6 Representative
4 Cathy Campbell <i>present</i> Lending Services Subcommittee Chair	12 Ali Norvell <i>absent</i> Reference Services Representative
5 Julia Mielish <i>present</i> Training Subcommittee	13 Colleen Turnage <i>present</i> Director of Library Services
6 Catherine Tinglestad <i>absent</i> District 1 Representative	14 John Wood* <i>present</i> System Administrator
7. Susan Basnight <i>present</i> District 2 Representative	15 Vacant Exec. Director of eLearning and Learning Technology Systems
8 Ernest Avery <i>present</i> District 3 Representative	Helen Colevins <i>present</i> <i>*Non-voting member</i>

Meeting convened at 2 p.m.

I. Old Business

- a. ILS Subcommittee report—Tim Hunter
 - i. Tim presented his report on the ILS subcommittee. The presentation will be shown to the directors at the Director’s Institute on Thursday and then the team will move forward with the process of an RFI.
- b. Patron Data Load project – Guidelines for frequency of uploads ?– please see original recommendation from subcommittee attached
 - i. David made the recommendation that the guidelines for uploads be limited to two times a semester so as not to overload the System Administrator. Discussion
 - ii. Tim motioned, Colleen seconded. All passed
- c. MOU (& catalog records) for ProQuest—status report The MOU has been signed. The system administrator and Colleen met with Proquest today to work through the process. There is a hope that this will be finished relatively quickly.

II. New Business

- a. Cooperative Agreement for 2016-2017 –process to begin late Fall
 - i. Issues to add—consequences for improper use of system usage Discussion was held about preventing people from making massive report changes similar to what happened last week. Ideas were brought up including training before Reports access is given, removing access and submitting an enhancement request to ensure the reports without a library attached have an “Are you Sure” message.
Julia motioned to request that Colleen submit an Enhancement Request to Sirsi Dynix, Cathy seconded, All were in favor.
Training reports module. Julia will look at the Sirsi Dynix Mentor to see if there is a good reports training module that doesn’t need to be consortia specific.
- b. Holdings deletion schedule – John Wood Deletions and reports are scheduled to finish on July 30th.

III. Subcommittee and District Reports

- a. Lending Services – no report
- b. Cataloging/Serials – Emily von Pfahl – no report
- c. Reports - Tim Hunter – no report
- d. Training – Julia Mielish --no report
- e. NCCCS Library Services Advisory Council – Julia Mielish –

IV. Other News

Next meeting is scheduled for September 15th.

Motion to adjourn- Helen Seconded by- David Adjourned at 2:39pm

Attachments

Recommendation from Ad Hoc Committee on Patron Data Loads to CCLINC Steering Committee

(Julia Mielish, Amy Gustavson, Garrison Libby, & David Wright)

4/27/2015

The Ad Hoc Committee was charged with making a recommendation to the Steering Committee upon the successful testing of the patron data load from Surry Community College.

The Ad Hoc Committee makes the following recommendation to the CCLINC Steering Committee to form the basic procedures for the loading of patron records from reports from the Elucian Student Information system.

Using the Template created by Surry CC, colleges wishing to upload patron records to Sirsi/Dynix using Informer reports from the Elucian system must follow the basic template with the **BASIC** required fields listed in the template. Minor additions to the number of data fields by individual libraries are allowed without CCLINC Steering Committee approval.

If colleges wish to participate (after the initial group of test libraries) in the patron data load, they must submit a request to the Chair of the Lending Services subcommittee. After approval by the Lending Services subcommittee, the request will be forwarded to the Chair of the CCLINC Steering Committee for approval.

Participating libraries must use the prefix system already established for CCLINC Patron records in Sirsi/Dynix and Elucian Student ID # in the ID field. (This is the field that all incoming records are matched against in Sirsi/Dynix).

TEMPLATE--SAMPLE RECORD FIELDS SIRSIDYNIX

(Examples are from Surry CC)

.USER_ID. | a23252- (Elucian Student ID #)

.USER_FIRST_NAME. | a

.USER_MIDDLE_NAME. |a

.USER_LAST_NAME. |a

.USER_PREF_LANG. |ENGLISH

.USER_LIBRARY. | a **SURRY**

.USER_PROFILE. |a STUDENT

.USER_PROFILE. |a NON-STDNT only if Elucian Major field is A10100EC (optional)

.USER_CATEGORY2. |a ECHS (only if Elucian Major field is A10100EC) (optional)

.USER_PRIV_EXPIRES. (+ 2 yrs) in YYYYMMDD (date is example, may be changed)

.USER_ADDR1_BEGIN.

.STREET. |a

.CITY/STATE. |a

.ZIP. |a

.HOMEPHONE.

.DAYPHONE. (Cell/mobile)

.EMAIL.

Hint:

USER_CATEGORY fields—need to be able to be mapped from Elucian to fields in Sirsi/Dynix

Output from Elucian (Informer Report) must be in FLAT ASCII format for uploading to Sirsi/Dynix