

Time: 2:00pm

Meeting by conference call at 919-854-2244

Attendees

1 David Wright (Surry) Steering Committee Chair	9 Samantha O'Connor (Central Carolina CC) District 4 Representative (absent)
2 Tim Hunter (Rowan-Cabarrus) Reports Subcommittee Chair (absent)	10 Vacant District 5 Representative
3 Mary Ann Caudle (Martin) Cataloging/Serials Subcommittee	11 Ngairé Smith (Haywood) District 6 Representative (absent)
4 Cathy Campbell (Craven) Lending Services Subcommittee Chair	12 Ali Norvell (Blue Ridge) Reference Services Representative
5 Julia Mielish (Wake Tech) Past Chair	13 Colleen Turnage Director of Library Services
6 vacant District 1 Representative	14 John Wood* System Administrator
7. Elizabeth Baker (Carteret) District 2 Representative	15 Vacant Exec. Director of eLearning and Learning Technology Systems
8 Stephen Brooks (Durham Tech) District 3 Representative	Helen Colevins NCCCSO Library Services <i>*Non-voting member</i>

I. Old Business

- a. RFP Update – Still in Legal Dept. at System Office, should be published in early April. It will be posted for 1 month, then proposals will be evaluated by the Committee.

Committee members are:

Elizabeth Baker, Carteret CC

Tim Hunter, Rowan-Cabarrus CC

Julia Mielish, Wake Tech

Libby Stone, Gaston College

Stacey Wilson, Catawba Valley CC

David Wright, Surry CC

- b. Cooperative Agreement 2016-17 – should soon have all signatures, Colleen has not been informed it is complete at this time.
- c. Enterprise – implementation process (Colleen/John). Several colleges have given information to S/D for the changes. Still in process.
Subcommittee volunteers – Cathy Campbell, Caroline Hallam, Jayna Dempsey.

II. New Business

- a. Steering Committee procedures document (draft appended) – will discuss with changes in current Draft copy at next meeting
- b. Mobile Circ (John Wood). Ready, some colleges already using.
- c. CCLINC Membership Meeting and Election at NCCCLA. –David Wright nominated Libby Stone for Vice-Chair. Wright said he would stand for election this year for Chair, but for the last time. Terms begin July, 2017. Also for District Representatives. Procedures document also makes provision for election of chair each year.

III. Subcommittee and District Reports

- a. Lending Services – Cathy Campbell
System Office will be a “Library” for Inter-Library loan, for S.O. staff who want to borrow materials from other libraries. Helen Colevins will be the staff member handling ILLs for the S.O. Cathy reported that there are still libraries that are deleting requests (holds) in the system when they cannot supply the item. When that happens, the hold is removed and there is no history that hold was placed. Reminder: DO NOT cancel a hold for another library. Pick up the phone, call them, tell them you cannot supply the item.

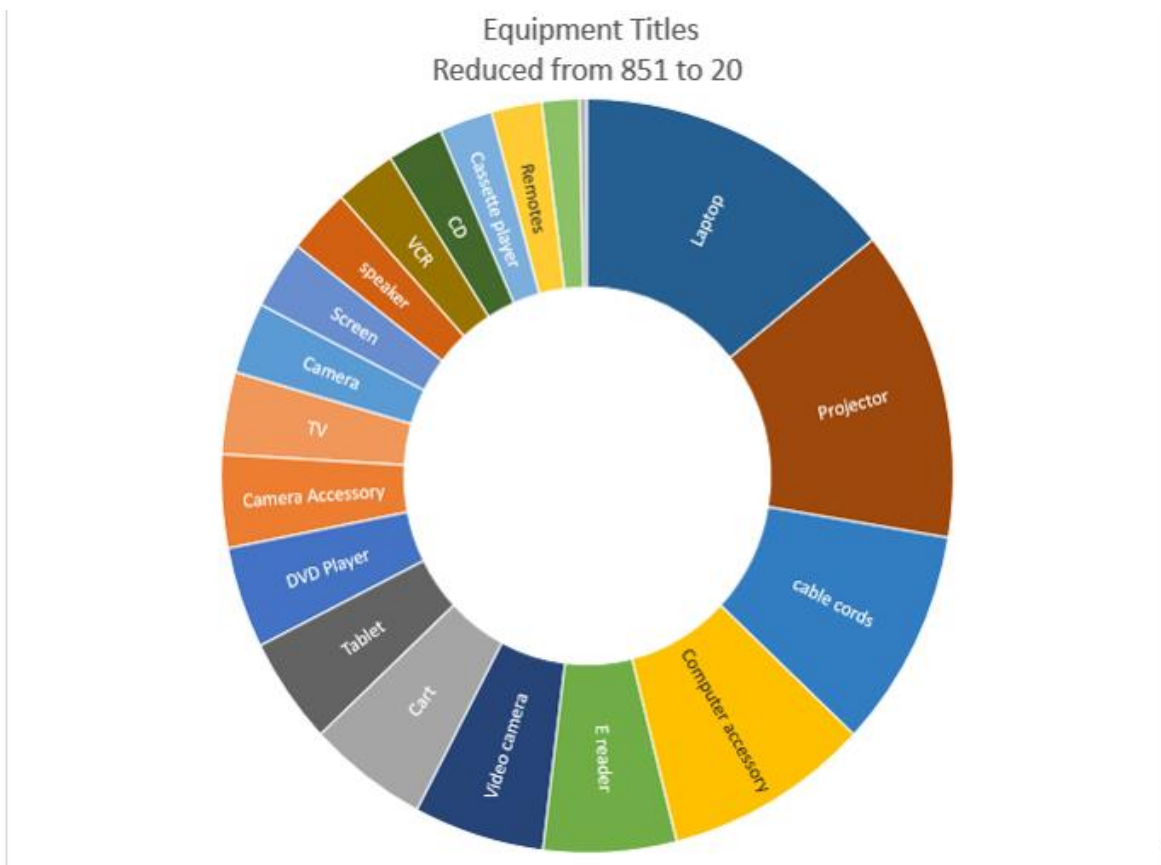
- b. Cataloging/Serials – Mary Ann Caudle (see following 2 pages) –Report attached for equipment item record consolidation project. All policy templates are up on the System Office Library Services web pages.
- c. Reports - Tim Hunter--absent

IV. ***Other News***

- a. NCCCLA Conference at Carteret CC next week
- b. Loretta Arbayo, former S.O. Library Services staff member, is moving back to the Raleigh area from CA to retire.
- c. Julia Mielish mentioned the ACRL Task Force on Community College Engagement (she is Chair) and that ACRL has given permission to conduct a survey of all community college librarians concerning their involvement (or lack of) and the reasons. It will be an excellent opportunity for your input.

d.

Number	Title Record	Number of records to be transferred to Title Record
1	Camera	26
2	Camera Accessory	34
3	Cart	45
4	Computer accessory	77
5	DVD Player	37
6	E reader	50
7	Laptop	121
8	Projector	114
9	Tablet	39
10	VCR	23
11	Video camera	49
12	CD	21
13	Cassette player	20
14	TV	30
15	MP3	3
16	Remotes	19
17	Screen	25
18	Microphone	14
19	Cables & cords	80
20	speaker	24
	Total	851



CCLINC STEERING COMMITTEE
PURPOSE AND PROCEDURES

CCLINC

Community College Libraries In North Carolina (CCLINC) is the name of the consortium of North Carolina Community College System (NCCCS) libraries which share a centralized integrated library system. Currently, the integrated library system uses the Symphony library software package sold by SirsiDynix, Inc. CCLINC, via NCCCS, also contracts with SirsiDynix for ongoing maintenance and support, and for the provision of a System Administrator. The collective membership of CCLINC is referred to as the CCLINC Users Group. The Users Group meets in person once a year at the North Carolina Community College Learning Resources Association (NCCCLRA) annual conference.

CCLINC Cooperative Agreement

The CCLINC Cooperative Agreement is a signatory document which serves as the memorandum of understanding for operation of the shared library system. This agreement identifies the consortium participants and defines their responsibilities.

CCLINC Steering Committee

Per the CCLINC Cooperative Agreement, the CCLINC Steering Committee (SC) exists to establish and oversee policies and procedures which CCLINC members must follow in preparing for, connecting to, migrating to, and implementing full use of the shared integrated library system. A primary responsibility of the SC is the protection of the quality of the shared database. All participants to the Cooperative Agreement agree to follow the policies and procedures approved by the SC.

CCLINC Steering Committee Members

SC Chairperson: the chairperson has one vote on motions brought before the SC.

SC Vice-Chairperson: the vice-chairperson has one vote on motions brought before the SC.

District Representatives: these six delegates represent the CCLINC constituencies of each of the six NCCCLRA districts and have one vote each.

Subcommittee Chairs: these chairpersons represent the membership and constituencies of each standing Subcommittee and have one vote each. The current standing Subcommittees are: Cataloging, Lending Services, and Reports.

Note: Limited-duration *ad hoc* groups can be formed by the SC Chairperson with SC approval for specific purposes. Such groups are dissolved upon presentation of a final report to the SC. Such *ad hoc* groups report only and do not have voting status.

System Office Staff: The Director of Library Services, and the Technical Services Librarian, and they share one vote collectively.

The **SIRSI system administrator** serves as a non-voting advisory resource to the SC.

CCLINC Steering Committee Member Responsibilities

Steering Committee Chairperson

- Within a month after the annual Users Group meeting, poll the SC members to determine a time and to solicit agenda items for the first meeting
- Develop the agenda and make arrangements for meetings at the agreed-upon date and time (meetings are usually held via conference call)
- Call meetings to order and either record the minutes of each meeting or arrange for one of the other SC members to do so
- Submit draft minutes of each meeting to the SC members for review and correction prior to distributing the minutes to the CCLINC membership
- Serve as ex officio member of all Subcommittees
- Communicate with and poll SC members between meetings on matters that do not warrant a full meeting
- Seek and present Subcommittee chairpersons for SC approval if any existing Subcommittee cannot produce its own chairperson
- Lead Users Group meeting at the NCCCLRA annual conference

Steering Committee Vice-Chairperson

- Serves in Chairperson's absence as Chair. In the case of resignation of the Chair or out-of-state-move or other circumstances where the Chair is unable to serve, the Vice-Chair will serve as Interim Chair until the next election cycle.
- The Vice-Chairperson may be asked by the Steering Committee Chairperson to serve as chair of a task force, an ad hoc committee, or as a member of a task force or ad hoc committee of the Steering Committee.

Subcommittee Chairs

- If it is necessary to acquire new Subcommittee members, poll the constituency as soon as possible after the annual CCLINC Users Group meeting to solicit volunteers or nominees
- Within a month after the annual Users Group meeting, poll the Subcommittee members to ascertain the method and periodicity for meetings. Subcommittees should meet at least twice during the year
- Report and bring any action items to the SC following Subcommittee meetings
- Create any policies, procedures and training materials needed to ensure smooth operation of CCLINC functions and correct content of CCLINC database and bring them to the SC for approval as necessary
- Communicate policy decisions and needed information to the constituency
- Work with Director of Learning Services Technology to provide training for CCLINC members (With the exception of cataloging, which is conducted by the Director of Learning Services)

District Representatives

- Contact district's CCLINC constituency prior to SC telephone meetings for agenda items and issues

- Relay those items and issues to SC Chairperson for inclusion on the agenda or for information
- Be prepared to lead the discussion of any agenda items from the district during the SC meeting. Report on action taken to the constituency.
- Upon receipt of the finalized minutes of the SC meetings, archive and supply the minutes upon request to any CCLINC constituent who needs them (Note: minutes are sent by the Director of Learning Services Technology to various CCLINC mailing list)

System Office Staff

- Provide information, advice and advocacy on issues facing the SC and CCLINC
- Work with the SC and Subcommittees to schedule training and to disseminate information to the Users Group as a whole or to the pertinent constituencies
- Bring any applications to join CCLINC or proposals to exit CCLINC to the SC

SIRSI System Administrator

- Provide information, advice and system expertise on software-related issues facing the SC and CCLINC
- Implement pertinent codes, policies and procedures approved by the SC
- Assist in selecting dates and developing processes for scheduling, testing, assessing and implementing upgrades, changes, and/or supplements to the software

CCLINC Steering Committee / Users Group Procedures

The SC Chairperson and the SC Vice-Chairperson will be chosen yearly at the annual Users Group meeting. To ensure continuity, the new SC Chairperson must be chosen from the existing SC and must be from an active CCLINC library. The SC Vice-Chairperson may be chosen from the current SC or may be a former member of the SC.

Terms of office for elected and subcommittee chairpersons and District representatives will begin July 1 each year through June 30.

Prior to the annual Users Group meeting, standing Subcommittee chairpersons will also be chosen from within their existing Subcommittees. The NCCCLRA districts will choose their SC representatives for the next year. All Subcommittee chairpersons and District Representatives must be from active CCLINC libraries.

The SC will have meetings as needed via telephone conference call. The SC will meet in person annually prior to the Users Group meeting.

Subcommittees will meet as often as necessary to conduct their business but no less than twice yearly. Each subcommittee will review its operations and any written procedures or policies yearly. Revisions will be submitted to the SC for approval before they can be fully implemented. Each subcommittee will submit a yearly report to the SC Chairperson to be distributed at the annual Users Group meeting.

The full CCLINC membership should review the current CCLINC documentation yearly and may submit requests for new or revised information to the SC Chairperson at least two weeks prior to the annual Users Group meeting.

The Cooperative Agreement will be reviewed annually by the SC and the full CCLINC membership, using the “Evaluation of Agreement” process outlined in the Cooperative Agreement document.

Equipment Cataloging Procedures

1. Use the EQUIP templates provided by the System Office.
2. The 246 field may be used for alternate titles, for example “TV” when the template says “television.” Please ask the System Office to add alternate titles to templates if you don’t know how to.)
3. Use item type AV-EQUIP or AV-MISC (it’s also okay to use specific AV item types if one exists; for example, LAPTOP).
4. Use make & model for call no., for example, “HP Elitebook 8460” (can add locations or other clarifying info to end of call no.)
5. Use STAFF note under Extended Info for serial numbers or other library-specific info.
6. Scan in barcode.
7. IF you must create an EQUIP record for an item for which there is no reasonable template, create a brief record and request that the System Office establish a template for this type of equipment.
8. If you do not wish for a piece of equipment to show up in the patron catalog, you may shadow that piece of equipment at the item level. Titles in CCLINC are not shadowed at the title level.
9. If you need an alternate checkout date for a piece of equipment, use Modify Due Date under Special when you check the item out.