

Minutes
CCLINC Steering/Implementation Team Meeting
November 21, 2000
3:00 p.m.

Present: Roxanne Davenport, Barbara Glick, Debbie Luck, Raye Oldham, Mario Ramos, Linda Stone, Renee Watson, John Wood.

Absent: Gretchen Bell, Bob Blackmun, Ruth Bryan, Pam Doyle, Chris Meister, Angela Sox, Dan Swartout, Gloria Sutton, Luella Teuton, Susan Williams

Prior to discussing the Agenda items, a question was raised as to whether a location could be created that could be used for items which a library desires to circulate but against which holds would NOT be allowed. After some discussion, it was proposed that a location of "LOCALUSE" be added to accomplish this.

Agenda items:

1. Wilkes submitted a request that a "forward" button be added to the bottom of the list when one is searching. Ruth has submitted this request to SIRSI as a possible future enhancement.
2. Sandhills alerted the team to a situation where a staff member at another school had altered one of Sandhills' reserve items, and requested some discussion on what protocol should be followed in such instances. It was noted that the control record will show the user login of the last person who "modified" a record. It was also noted that the use of the "modify" button to see a record will cause the user's login to be entered as the last "modifier" even if the person did not actually change the record. In cases where unwanted alterations are discovered, the team suggests that the owning school send an tactful email noting the situation to the most "likely suspect," and copy it to Ruth.
3. Sampson sent a request for more Reports training, similar to the "Roadshow" cataloging training. Ruth sent a report that she had discussed follow-up training with SIRSI and that we are waiting to see what impact the SureStart program has before we proceed with the purchase of further training. This will continue to be coordinated with Gretchen Bell.
4. Renee Watson reported on the first SureStart session, on Media Booking. Renee had several recommendations for future sessions: make sure the policies on the production server have been mirrored to the test server; arrange for authorizations on pertinent wizards to be enabled ahead of time; and, with permission, record the session for later reference. Debbie Luck and Renee both reported that the consultant seemed to be very knowledgeable, and gave good explanations, but they were hampered by the situations with test server and authorizations, as noted in her suggestions. The Team

suggests that Ruth approach SIRSI about more time for Media Booking to work with the consultant, since the “mirroring” of servers was supposed to be kept up-to-date by the System Administrator.

Additional questions and comments from users:

1. Raye Oldham had a question about local customization of the Webcat screens: specifically whether it is possible for a library to remove references to user pins if that library doesn't use them, and generally whether it is possible to remove unused items from screens, such as the “Just for Fun” button, etc. In discussion, the following questions were raised:
 - a. What modifications may be done locally? What modifications would affect everyone globally? What items/setting may NOT be modified?
 - b. Who may make these modifications, Eric or the local system administrator? If the local system administrator may make changes, is training necessary? If so, how may the training be obtained?
2. Barbara Glick reported that she had found another instance where a barcode and title did not match up as they should, and asked if anyone else on the team was continuing to have similar problems. No one present reported anything lately. Roxanne mentioned the report of mismatched barcodes/titles that went out earlier. It is possible that everyone has not worked through their list yet.

Subcommittee reports

- Acquisitions – No report
- Bridges Manual – No report
- Cataloging – Debbie Luck will send out another warning about modifying others' records
- Circulation/Reserves – No report
- Interlibrary Loan – Raye reported discovering that some schools were not running the necessary reports and/or acting on the on-shelf hold report on a daily basis. The Team emphasizes the importance of processing holds on a timely basis.
- Media Booking – reported above
- Serials – Mario Ramos is the new chairperson of this subcommittee. Lorraine Krichko remains a member of the subcommittee.

Items to be placed on next meeting's agenda

1. Roxanne forwarded the following email from Wake:

Wake Tech has some questions regarding user categories in SIRSI;

1. Please define CDE, COMP-ED and HRD.

Do you have a chart for category 1 & 2 with definitions?

2. Can we add categories locally?

Wake Tech would like to add EFL, Computer Science, Engineering and Vocational.

Robert James

Director of Library Services [Wake TCC]

2. The Team needs to decide which subcommittees are ready to meet with the SureStart consultants. Circulation/Reserves/ILL is scheduled for Dec. 7th, but nothing is set up beyond that point.

The next conference call meeting is scheduled for December 12th at 3:00 p.m.