CCLINC Implementation Team
Minutes of Meeting, 24 July 2000 (1:00 - 2:10 p.m.)
Telephone conference call
Unapproved, but we wanted to get you the information asap.

PRESENT:
        From the CCLINC libraries
Luella Teuton, Chair, CCLINC Steering Committee (Sandhills)
Lorraine Krichko (Wake)
Linda Leighty (Pitt)
Debbie Luck (Randolph)
Raye Oldham (Sandhills)
Angela Sox (Gaston)
Linda Stone (Central Carolina)
Dan Swartout (Edgecombe)
John Wood (Rockingham)

        From NCCCS
Pamela B. Doyle
Ruth Bryan
Roxanne Davenport

        Absent
Gretchen Bell, Chair, CCLINC Training Committee (Piedmont)

        From sirsi
Eric Cohen, CCLINC System Administrator
Mary Wood, Implementation Liaison
Tracy Moyers, Dataload Specialist

AGENDA ITEMS

The tape Asheville-Buncombe used to load the full CCLINC database on their server contains all of our data as of May 31, 2000, and also our circulation transactions through June 30. Sirsi has reviewed this tape and will be able to use it to load our missing information.

The Implementation Team discussed two plans to restore the database and chose the following, which will not cause us any downtime because it can be done in the background:

1. (beginning immediately)
    Sirsi will take the missing holdings, including the items incorrectly displaying at Beaufort, and will load only those. Until the indexes are rerun this coming weekend, we'll be able to circulate any reloaded item, but we may not be able to search for it. Please be patient and don't worry until Monday if an item doesn't appear in a search.
    (Step 1 should be complete by the end of the day Tuesday, July 25.)
2. (beginning as soon as step 1 is complete)
    Sirsi will compare the database prior to the Asheville data load to the database after the missing information is loaded. Through this comparison, sirsi will be able to identify those items which were either deleted in May or

had their barcodes changed in May. Sirsi will then remove deleted items from the database and also update any changed barcodes.
(Step 2 should be complete by the end of the day Wednesday, July 26.)
3. (beginning as soon as step 2 is complete)
Sirsi will rerun 2 error files that failed to load initially because the items were missing: first, the file of circulation transactions; and second, the file of bills.
(Step 3 should be complete by the end of the day Thursday, July 27.)
4. (beginning at 3:00 Central time, Saturday, July 29, because the system must be down)
Sirsi will rebuild the indexes.
(Step 4 should be complete by Monday morning when we open.)

By Monday morning, the item and patron databases should reflect our full holdings and circulation transactions.

Action items for libraries:
1. Each library must **NOT** do any cataloging until Monday.
2. Each library must re-enter any circulation transactions for the missing items that took place after June 30 or any other "transactions kept manually" and not reflected in unicorn.

Some questions and answers:

Q: How will the system distinguish between branch libraries?
A: The library code will override the old Dynix collection code.

Q: What if loading missing items pulls in duplicate bibs?
A: If there is a conflict between a bib in the current database and one on the Asheville tape, the system will select the Asheville tape bib.

Q: What if there are items the system doesn't know how to handle?
A: The NCCCS library will be used as the default to create a review file.

Q: What if an item is in the current database but has an item type of UNKNOWN and cannot be circulated?
A: For all libraries and all user profiles, the circrule for any item with an item type of UNKNOWN will be NONCIRC-Y. **This circrule will take effect tomorrow, Tuesday, July 25**, and will allow your library to circulate the item with an override for 24 hours. If the loan period needs to be something other than 24 hours, the library needs to change the duedate.

Q: Is the status of UNKNOWN item types permanent?
A: No, but let's get everything else straight first and then begin to deal with the UNKNOWN item types.

Q: Has anything been done about having the individual staff login PINs appear in the user file?
A: The individual staff login PINs will be masked from display in circulation.

Q: Will we have access to reports?
A: The "reports" are a system administrator function, and sirsi is providing system administration for us. Any report we need will be made available to us on a case by case basis. In addition, sirsi and the Implementation Team are investigating our having more autonomy with reports. If you need a report immediately, please communicate directly with Eric through the sirsi helpdesk.

Q: Will the Implementation Team monitor the "restoration" project?
A: Yes, the Implementation Team will have another conference call Friday, July 28, at 10:30 a.m.