



CCLINC Steering Committee Minutes

3/24/2009

2:00 – ca. 3:00 p.m.

Attendees:

Facilitator:

Libby Stone, Chair

Note taker:

Roxanne Davenport

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Gerry O'Neill - absent Wilson Technical Community College, District I	Vacant Acquisitions
Roxanne Davenport - present Pitt Community College, District II	Julia Mielish - present Craven Community College, Cataloging
Ernest Avery – present Piedmont Community College, District III	Vacant Media Booking
Renee Dusenbury - present Central Carolina Community College, District IV	Deborah Foster – present Fayetteville Technical Community College, Lending Services
Karen MacMurray - present South Piedmont Community College, District V	Linda Leighty - present Pitt Community College, Reports
Linda Kressel - absent Tri-County Community College, District VI	Allen Mosteller - present Cleveland Community College, Serials

Bill Randall, NCCCS LTS representative - absent

Resource Persons:

NCCCS Director of Learning Services Technology **Ruth Bryan** - present

NCCCS Director of Learning Services **Colleen Turnage** -present

CCLINC System Administrator **John Wood** - present

----- Agenda Topic Summary -----

Old Business:

Review of Coop. Agreement & CCLINC procedures Libby Stone

Overdue Notice headers Libby Stone

Election of New SC Chair Libby Stone

Training Ruth Bryan

New Business:

Add User Cat 2 “Salem” Libby Stone

Add another phone field for “Cell phone” Julia Mielish

Alex Center at CVCC Ruth Bryan

Biblios.net/Koha Roxanne Davenport

“STACKS” description John Wood

Ad-hoc and Subcommittee Reports

Old Business:**Review of Cooperative Agreement and CCLINC Procedures****Libby Stone**

There have been no requests for additions, deletions or changes to the Cooperative Agreement, so it remains in force in its current form. Ruth will update the agreement date to reflect this latest review. The Cooperative Agreement does not have to be re-signed to remain in effect, new signatures are only necessary if changes are made in the content of the document. It was noted that there is discussion among the CC libraries about the Lending Agreement document, but that is a CCCLA matter. **Libraries who need information for SACS purposes should contact Ruth Bryan.** Libby reminded the Subcommittee chairs to review their procedures.

Overdue Notice Headers**Libby Stone**

On March 12, Libby, Deborah, Ruth and John had a conference call to discuss the overdue notice headers. The new *optional* headers are on the website and are available as *options* in the Sirsi system. Libby will be writing procedures for using the new headers, and Fayetteville TCC has agreed to test them out.

Election of new Steering Committee Chair**Libby Stone**

Email has been sent to the CCLINC libraries notifying them that Allen Mosteller has agreed to chair the CCLINC Steering Committee for 2009-2010, pending the outcome of their votes. There is one vote per member **library**, and responses are due March 31st. Libby noted that all the votes she has received thus far are “yes.” Roxanne noted that Libby will not be chairing a subcommittee, and that in the past when this has been the case, the outgoing Steering Committee chair has remained on the Steering Committee as “past chair” for continuity. “Veteran” SC members concurred that this was correct, and so Libby will become “past chair” when the election is done.

Training update**Ruth Bryan**

Ruth noted that no new training is planned due to the restrictions on travel. Colleen is exploring the use of V-Room to do training online. Karen told the group about “Yugma,” a free web-based conferencing utility that might be useful.

New Business:**Add User Cat 2 “Salem” for Salem College students****Libby Stone**

A request from Randolph CC for a new User Category 2 item of “Salem” for Salem College students was approved via email on 2/18/2009.

Another phone field for “cell phone”**Julia Mielish**

Craven CC staff wanted to know if it was possible to add another telephone field that could be labeled as “cell phone.” Discussion ensued, where it was noted that many libraries just add the word “cell” at the end of the home number listing, and that for many people now, their cell phone IS their home number. John noted that as far as the system is concerned, the “home telephone” field is the primary phone field for display and reports. Julia will take these points back to Craven for discussion.

Alex Center at CVCC**Ruth Bryan**

Ruth passed along the request from Catawba Valley CC that they would like a location added for their “Alex Center” in Taylorsville. It would be holdable and not shadowed. Roxanne moved that this

request be approved, Deborah seconded and the motion was passed. John asked how they wanted the name formatted in the location list. Other “centers” have been abbreviated as “_CTR” so it was recommended that this location be formatted as “ALEX_CTR”. Ruth will take this recommendation to CVCC and get back with John.

Biblios.net/Koha

Roxanne Davenport

Roxanne mentioned that Julia had sent her some information on another Open Source catalog system called “biblios.net” – the supported software is called “Koha.” They have been mentioned in Library Journal and other library literature, and were at ALA-Midwinter. It is a public-access catalog system and would still need to interface with another system for purposes of circulation, reserves, etc., but they have successfully interfaced with SIRSI already.

“STACKS” description

John Wood

John noted that the STACKS location displays in iLink as “standard shelving location” and wondered if that description should be changed to something less ambiguous. Deborah said her library uses it and that she explains it to the students in her bibliographic instruction. John may contact the libraries that use this location to see what the consensus might be, since any change would be global.

The next meeting will be May 19th at 2:00 pm.

Ad-hoc Committee Report

Roxanne Davenport

Roxanne has received copies of all the Steering Committee minutes from the beginning and is going through those in order to compile a draft Orientation Checklist to work from. This will be submitted to the Subcommittee chairs for their input, and then to the Steering Committee.

Subcommittee Reports:

Acquisitions Subcommittee Report

Vacant

No report. The Acquisitions Subcommittee is inactive until such time as renewed interest or concern is expressed by the CCLINC membership.

Cataloging Subcommittee Report

Julia Mielish

No report. **The cataloging subcommittee will meet within the next month.**

Lending Services Subcommittee Report

Deborah Foster

Deborah sent a request to update the list of current ILL contacts. She also noted a problem with possibly a couple of libraries not trapping holds. Any libraries noticing problems resulting from holds not being trapped are asked to notify Deborah as soon as possible with the instances.

Media Booking Subcommittee Report

Vacant

The Media Booking subcommittee is inactive until such time as renewed interest or concern is expressed by the CCLINC membership.

Reports Subcommittee Report

Linda Leighty

Linda plans to work on reorganizing the Reports documentation so that it will be clearer and more useful to CCLINC members. Libby reiterated that she will be working out procedures for using the new optional overdue notice headers.

Serials Subcommittee Report**Allen Mosteller**

Allen recommended putting the Serials Subcommittee in “inactive” status since the procedures are pretty well worked out and no major problems have arisen in some time. The Steering Committee concurred, so the Serials Subcommittee will be inactive until such time as renewed interest or concern is expressed by the CCLINC membership. Allen noted that he would continue to be available to train if the need arises.