

Steering Committee Minutes ~ 26 January | 2016

Time: 2:00pm

Meeting by conference call at 919-854-2244

Attendees

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

Reminder—John Wood’s new phone number (Help Desk) is 800-388-0824

I. Old Business

- a. PIN Number in Patron Records—request from Gaston
Discussion about auto-generated vs. no PINs in patron records in relation to request from Gaston. Voted to go ahead with Gaston's request after John and Colleen meet with Berit (Sirsi/Dynix) next week. David to draft memo to go to all CCLINC Deans/Directors advising them to confer with Circulation staff as to their present options and how they want to protect patron's privacy re: checked out materials. It is not a FERPA issue since there is no access to Directory-type information.
- b. Patron data loads—additional sites—Mitchell is latest to successfully load patron data.

II. New Business

- a. RFI Process—status report. Dr. Williams is meeting with RFI Subcommittee on Monday, February 1. More details will be known after that meeting
- b. Staff Note and empty Item Category—Deferred to Cataloging Subcommittee (meeting Jan. 28) to discuss and bring back recommendation
- c. Cooperative Agreement for 2016-2017(Colleen & others) – report at next meeting.
- d. Creating ILL Tutorial – subcommittee report (Susan, Helen, Cathy) ILL Tutorial is up on the NCLOR, but subcommittee members will ask various ILL staff throughout the state to “beta-test” the tutorial and ask for feedback.
- e. Symphony 3.5.1 release – according to John Wood, not many new things in release. He will schedule the update for an upcoming Sunday. Will require updating of Client upon login after the new release is loaded.

III. Subcommittee and District Reports

- a. Lending Services – Cathy Campbell –no report
- b. Cataloging/Serials – Mary Anne Caudle – meeting this week, some discussion of concept and display re: relevancy and what it means in S/D search. (Example: title—search for title: *Mind in the Making*. Result list puts the actual title way down in the result list.) Request from Emily Von Pfahl at Cleveland. Also subcommittee will look at practices/consistency in cataloging of Equipment.
- c. Reports - Tim Hunter – no report
- d. Training – Julia Mielish – no report
- e. NCCCS Library Services Advisory Council – Julia Mielish – no report

IV. Other News

- a. **COSUGI (Sirsi/Dynix User Group Meeting) Scholarship – David Wright's proposal was not accepted.**