

**CCLINC Steering Committee
Meeting
Conference Call
Wednesday, August 27, 2003**

Facilitator: Libby Stone, Chair

A special thanks to Linda Kressal for volunteering to take minutes!

Attendees:

<input checked="" type="checkbox"/>	Terri Holston	District I Representative
<input checked="" type="checkbox"/>	Linda Leighty	District II Representative.
<input checked="" type="checkbox"/>	Ernest Avery	District III Representative
<input checked="" type="checkbox"/>	Renee Watson Dusenbury	District IV Representative
<input checked="" type="checkbox"/>	Dr. Harry Cooke	District V Representative
<input checked="" type="checkbox"/>	Charles Wiggins	District VI Representative
<input checked="" type="checkbox"/>	Teresa Wehrli	Acquisitions Subcommittee Chair
<input checked="" type="checkbox"/>	Sharon Day-Lowe	Cataloging Subcommittee Chair
	(vacant)	Lending Services Subcommittee Chair
<input checked="" type="checkbox"/>	Peter Kracunas	Media Booking Subcommittee Chair
<input checked="" type="checkbox"/>	Linda Kressal	Serials Subcommittee Chair
	Dr. Bill Randall	Learning Technology Services & IIPS Representative
<input checked="" type="checkbox"/>	John Wood	CCLINC/Sirsi System Administrator
<input checked="" type="checkbox"/>	Ruth Bryan	Coordinator of Learning Services Technologies
<input checked="" type="checkbox"/>	Roxanne Davenport	Coordinator of Learning Services

Libby Stone called the meeting to order at 1:05 and greeted members.

OLD BUSINESS

◆ Old Business: Unicorn 2002

DISCUSSION: John Wood reported that very few problems had been encountered during or following the upgrade to Unicorn 2002 in July. Sharon Day-Low reported that the 'Transfer Titles' function in the Cataloging module had changed and did not perform as previously. Linda Leighty discussed difficulty dealing with the modified MARC record component in the new Add Brief Title function in the Circulation module. Teresa and Libby encountered some issues with the new Acquisitions wizards. John and Roxanne Davenport made suggestions for using the Wizards.

CONCLUSION: Members need to be instructed on use of the modified Title Transfer, acquisitions wizards and Add Brief Title functions.

ACTION: The questions will be referred to the appropriate sub-committees for research, recommendations and education of the membership if necessary. CCLINC members are requested to e-mail any glitches or problems with the UNICORN 2002 Upgrade to the appropriate Sub-Committee Chair for the committee to research. The Sub-Committee Chair will report any suggestions to the Steering Committee John is working with SIRSI to resolve the Acquisitions issues..

◆ **Old Business: Subcommittee for Reports**

Ruth Bryan reported that she has a list of those interested on this committee.

ACTION: Ruth Bryan will conduct a phone meeting in the near future

New Business

◆ **New Business: New Item Category**

Ernest Avery requested the possibility of adding "GRATIS" either as an ItemCat1 or ItemCat2 to expedite reporting of donated titles at the end of the year. Wake requested adding GLOBAL as an Item category.

DISCUSSION: John Wood stated that GRATIS doesn't conform to other item categories, its not really a subdivision of an item 'type', just a note about the price of the item. General discussion followed about consistency of data entry and flexibility for individual libraries

CONCLUSION: Individual libraries need flexibility to identify materials and to run reports pertinent to the institution.

ACTION: John Wood will add the option of GRATIS to both Item Category 1 and Category 2. He will add GLOBE as an item category. Individual libraries may decide whether to use the categories or not.

◆ **New Business: Vacant subcommittee position**

Linda Leighty, outgoing Chair of the Lending Service Sub-Committee reported she was unable to find a new chair.

DISCUSSION: Ideas for recruiting new members and a Chair were discussed. Leighty was commended for taking initiatives to fill the position.

CONCLUSION: New members must be sought and a new Chair appointed.

ACTION: Linda Leighty will poll CCLINC members for volunteers to serve on the Lending Services Sub-Committee.

◆ **New Business: Search history on WebCat**

John Wood reported that the Upgrade provides a new feature enabling search terms to be saved, displayed and reconfigured.

DISCUSSION: Questions were raised as to privacy issues when a new patron can view a past patrons search entries. A general discussion of privacy issues in light of the Patriot Act followed.

CONCLUSION: The advantages of saved search statements outweighed the potential privacy issue.

ACTION: John will enable the Search History feature in WebCat

◆ New Business: Steering Committee Procedures

Discussion: The advantages of having the procedures widely available were discussed.

CONCLUSION: Ease of access is desired.

ACTION: Ruth Bryan will post the Steering Committee Procedures on the CCLINC web site

◆ New Business: Training Opportunities

Ruth Bryan announced that training opportunities would be available in the near future

ACTION: Ruth Bryan will announce training opportunities as they become available to the CCLINC membership

◆ Next Meeting: Libby Stone will arrange a telephone conference for the next meeting of the Steering Committee on Wed, October 8, 2003 at 2:00 pm

Libby Stone adjourned the meeting at 2:05pm

◆ Minutes Submitted by Linda Kressal.

SUB COMMITTEE UPDATES:

◆ Acquisitions Subcommittee Update - NO Update

◆ Cataloging Subcommittee Update - Sharon Day-Lowe, Chair, reported three members had dropped out. Steering Committee felt this would not impair function and that no new members needed to be recruited.

◆ Lending Services Subcommittee Update - Linda Leighty will seek a new Chair

◆ Media Booking Subcommittee Update - NO UPDATE

◆ Serials Subcommittee Update – NO UPDATE