Minutes
CCLINC Steering/Implementation Committee
February 27, 2001
3:00 p.m.

Present: Gretchen Bell, Ruth Bryan, Roxanne Davenport, Debbie Luck, Kathy Martin, Raye Oldham, Mario Ramos, Angela Sox, Linda Stone, Luella Teuton.

Absent: Bob Blackmun, Chris Meister, Gloria Sutton, Dan Swartout, Renee Watson, Susan Williams

John Wood, former committee member, will be our new Sirsi System Administrator. He is on his way to Huntsville for training.

1. Unicorn Upgrade 2000 – Ruth reported that the upgrade would be on the agenda for the CCLINC Users' Group meeting to be held at NCCCLRA at 2:30 p.m. on Thursday, March 15. Sirsi will provide a presentation on Unicorn 2000. 10 CCLINC members have agreed to be testers for the upgrade that will be loaded on the test server on March 26 through April 13. As new client software is required, the test server will be available only to the testers during this period. The testers will communicate via e-mail and conference calls during this period.

Also at the CCLINC User's Group meeting, Deborah Duke, Sirsi Customer Liaison, will present a presentation on "Selecting the Best Unicorn Report for Your Needs". THIS IS NOT A REPORTS TRAINING SESSION. Handouts will be available.

2. Inventory scanners – Three model #2410s were ordered by the System office for inventory. Raye Oldham and Linda Leighty are currently testing and working on procedures for inventory. When procedures are compiled, the scanners will be available for checkout from the System office.

3. Sales tax – This was discussed, but group consensus indicates that libraries are not charging sales tax.

Committee Reports:
Acquisitions – SureStart conference call was held February 22. The session went very well. Questions were answered but the committee was not able to work on procedures. Linda Stone requested additional SureStart time, if possible.
Bridges – no report
Cataloging – Each school is reminded to email Teresa Frohock the name of its cataloging contact. A conference call will be held on February 28 concerning the South Piedmont dataload.
Circulation and Reserves – no report

ILL – Raye Oldham reported a problem with people overriding various functions at their discretion. What people fail to realize is that when we're asked for an override, we probably should not be doing what we are doing. Many are assuming that the mistake is with the system or the software instead of their understanding of how to proceed. The best way to determine how to respond with this issue is keep a record of ILL problems to identify any patterns.
Media Booking – no report
Serials – Mario Ramos is doing handouts and they will be sent when completed.
Training – Gretchen Bell reported that 15 people need SMARTPORT training. Roxanne is investigating the availability of the training center in the Caswell Building as the site. The session probably cannot be scheduled until April 2001. Ruth is proceeding with scheduling reports training. This will be for report runners and subcommittee chairs. When Sirsi provides dates of trainer availability, we will compile a list of reports that are needed by all libraries. Training will probably be held at Central Carolina.

Miscellaneous:
Reminder – Please vote for Steering Committee chair by March 1. Linda Stone emailed the ballot. Kathy Martin is the candidate. Only 1 vote per school.

We have received information from Pam Doyle via Luella concerning the Literacy Center joining our consortium. 1 vote per school should be returned to Luella by March 2.

Luella will be unable to attend NCCCLRA. Debbie Luck will conduct the CCLINC Users' Group meeting until the new chair assumes the responsibility.

The Cost Subcommittee will meet via conference call on March 1 at 2:00 p.m.

For the purpose of SACS visits, CCLINC minutes should be available. The new Steering Committee chair will attempt to gather these and make available if needed. Our Cooperative Agreement was reviewed during spring 2000. This agreement will be reviewed during the CCLINC User's Meeting at NCCCLRA and a vote taken for endorsement. Date of review will be included in order to comply with requests by SACS teams. Luella will e-mail asking everyone to review our Cooperative Agreement prior to the meeting.

The latest edition of Bridges will be posted on the Sirsi forum.

The Implementation Team will no longer exist after the NCCCLRA conference. Responsibilities will be handled by the Steering Committee. The next meeting date will be scheduled after the conference.