

Minutes of the CCLINC Steering Committee Meeting

Taken by: Kathy Martin

June 27, 2001

2:00 pm via conference call

In this issue:

- Decisions made by the Steering Committee at this meeting
- CCLINC Cooperative Agreement - Final Review
- New Business/Follow up
- Subcommittee Updates
- Date/Time for next meeting

Present: Debbie Luck, Gerry O'Neill, Gloria Sutton, John Wood, Kathy Martin, Libby Stone, Luella Teuton, Mario Ramos, Renee Watson

Absent: Bob Blackmun, Chris Meister, Dan Swartout, Gretchen Bell, Pamela Doyle, Raye Oldham, Roxanne Davenport, Ruth Bryan, Stephen Hawkins, Susan Williams

Members from the Central Office were unable to attend due to a previously planned planning retreat.

Decision(s):

- The creator of any document for the Bridges Manual should include their name and school in a header on that document (see the "New Business/Follow Up" section for more information)
- When the subcommittees send in their information for placement in the *Bridges Manual*, they must supply Gloria Sutton with a hard copy as well as a copy of their work on 3 1/2" floppy disk (see the "Bridges II Manual Update" for more information)
- ***Temporary titles should ALWAYS be entered in CAPITAL LETTERS!!*** (see "Cataloging Subcommittee update for more information)

CCLINC Cooperative Agreement

Discussion on and the final review of the Cooperative Agreement was deferred until the next meeting.

New Business/Follow Up

An inquiry was made to whether Sirsi has finished reviewing the changes to the System Administrator's job description, and if so, had the job description been finalized, and if so, when would we receive a copy of it. Although unable to attend the meeting, Bob Blackmun responded to the inquiry via email, saying that Sirsi had not approved the revised "scope statement" for the System Administrator.

The Steering Committee decided that the creator of any document for the Bridges Manual should include their name and school in a header on that document. This is to allow people to know where to start when they have general questions, as well as recognizing those who have made contributions, along with providing information for SACS.

Acquisitions Subcommittee Update (Libby Stone)

The Acquisitions Subcommittee met the week of June 18. The subcommittee is getting together July 3 to run through procedures for the Bridges manual and go through their "help sheets" before submitting them to the Steering

Committee for approval. Acquisitions will be having a workshop July 24 in Fayetteville, and may have a SureStart session July 18.

See Addendum A for minutes from the June 18 meeting.

Bridges II Manual Update (Gloria Sutton)

Gloria requested that as subcommittees have their "how-tos" approved by the Steering Committee and send them to her for placement in the *Bridges Manual*, to please send her a hard copy of the information, as well as a copy of it on a 3 1/2" floppy disk.

The administrative section of *Bridges* is almost completed; Gloria is waiting to hear from six remaining schools.

How the *Bridges Manual* will be distributed will be decided at a later date.

Cataloging Subcommittee (Debbie Luck)

Question submitted to Steering Committee for clarification: If a person is adding a title for something NOT in the database, as at circulation for a temporary title, or in reserves for an instructor-owned item, etc. should that title always be in caps? The answer is a resounding YES.

The Cataloging Subcommittee is looking at several issues. Since it has been hard for Debbie to get responses via email, she is looking at the possibility of setting up a conference call. Debbie will also be distributing some information regarding putting periodical issues that get checked out in a temporary location.

Some of the issues being addressed by this subcommittee are NetLibrary, training issues, SmartPort. There was discussion regarding NetLibrary. In addition to this subcommittee's discussion, the State Library is looking at purchasing NetLibrary records. The subcommittee, in collaboration with John, is looking at who is and who is not cleared to do certain cataloging functions; there has been a problem with unapproved, uncertified staff doing cataloging. The subcommittee is also discussing continued training, as well acquisitions and SmartPort questions from acquisitions (i.e. what would happen if a library attached to a brief "on order" record.).

The handouts from "Roxanne's Roadshow" have been placed on the agenda for the next meeting for Steering Committee approval.

There was much discussion regarding the buttons that are available for display in WebCat - "Find it Fast," "Have you read," and "Just for Kids". These three features were originally intended for use in public libraries. Only one school has requested that they be turned on. All three of the buttons are global and will always return materials from all libraries, not just the library where the search is originating.

"Find it Fast," should you library choose to display this button automatically works. It does subject searches on the consortium catalog, and nothing has to be added into the cataloging record for it to bring up materials. If you would like an example of how this works, check it out on Pitt Community College's WebCat page.

"Just for Kids" requires a tag be placed in the copy record of Item Category II in order for it to be returned through a subject search, so each cataloging record that is for something that falls into the "Just for Kids" category would need to be modified.

"Have you read" creates a global list. The cataloging committee is going to discuss the use of this button further. It is also a feature that requires a tag in the catalog record.

Circulation Subcommittee (Dan Swartout)

Dan was on vacation but sent in a couple things for the meeting - we hope that you had a great vacation, Dan!

The Circulation Subcommittee has finished their Inventory Procedures. Since Kathy Martin did not get them out to the Steering Committee until a few hours before the meeting, discussion and approval was deferred until the next meeting.

It was noted that inventory at Cleveland CC had gone very smoothly, thanks to the Inventory Procedures. There was some discussion regarding the Inventory Procedures. Linda Leighty had sent John and Ruth the inventory procedures to review and fine tune. They received feedback from the colleges that have been working on doing inventory and have incorporated a few of the colleges' findings into the Inventory Procedures. The Steering Committee will be looking at the "tweaked" Inventory Procedures for approval.

Interlibrary Loan Subcommittee (Raye Oldham)

Raye was also on vacation but sent in the following update for the meeting - we hope that you had a good time, too!
"All but 1 of our committee members has responded with their input on our policies and once I hear from them we will submit our policies and procedures for Steering Committee review and adoption.

...[A]s a result of the Upgrade, when you Display Holds and you click on the item in someone's record, the "placed at library" and "owning library" are flip flopped. I mentioned this to John during the testing phase and he looked into it then reported that it would not be corrected until a future upgrade. Something came up that brought my attention to it this week and it occurred to me that this might not be common knowledge. The system has the information behind the scenes...but its wrong on the screen. "

The Steering Committee discussed the flip-flop and John clarified that it is only a display issue - the data is still correct.

Media Booking Subcommittee (Renee Watson)

The Media Booking Subcommittee is still working on their additions to the Bridges Manual and hopes to have other information out shortly to send to people who are going to use materials booking.

Please see Addendum B for the minutes from the Media Booking SureStart Session.

Serials Subcommittee (Mario Ramos)

Mario stated that he was forwarding the procedures for serials to Ruth and John to review, as soon as he hears back from them, he will mail them out to the other members of the Serials subcommittee for their review before passing them on to the Steering Committee for approval.

Mario also stated that he needs to get together with his group to hash out policies.

Training Subcommittee (Gretchen Bell)

Gretchen was unable to attend the meeting.

Set date/time for next meeting

The next Steering Committee meeting will be Monday, July 9 at 2:00 pm.

CCLINC Acquisitions Subcommittee Meeting Minutes

June 20, 2001, 2:00 p.m. via conference call

Present:

Libby Stone, Chair (Cleveland CC)
Pamela Doyle (NCCCS)
John Wood (Sirsi Helpdesk)
Linda Stone (Central Carolina CC)
Carolyn Bittle (Richmond CC)
Judy Hodges (Wayne CC)
Martha Robinson (Gaston CC)

Absent:

Susan Williams (Blue Ridge CC)

The first topic for discussion was *procedures*. Linda Stone reported that in testing, she encountered several problems. In printing Purchase Orders, she got the message "program not found". John Wood suggested that it could be a printer selection problem. In Receive Orders, when using AUTO as the packing list number, Linda Stone got the message "This packing list already exists". Libby Stone stated that she had not encountered this problem in Louise. And in Create Invoices "prorate Y or N" seems to not work properly. These and several other questions will be addressed in our next hands-on meeting and in the upcoming Sure Start Session. Several "click OK" places need to be written into our draft procedures. John Wood asked that if anyone on the subcommittee cannot get into the acquisitions wizards in Thelma, to please let him know.

There will be a subcommittee dry run to test procedures at **Cleveland Community College on Tuesday, July 3rd, from 9:00 a.m. – 4:00 p.m.** Libby Stone will see that we have Workflows loaded for hands-on training. Pam Doyle suggests that the subcommittee can be helpers for those colleges that begin their SIRSI acquisitions module this year.

Libby asks that anything e-mailed to the acquisitions subcommittee be copied to Ruth Bryan and John Wood, and that includes any communication between the subcommittee members. Libby has set up our Acquisitions Subcommittee E-Mail Group.

CCLINC Acquisitions Subcommittee Minutes
June 20, 2001
Page 2

The Workshop on July 24th will be at Fayetteville Tech. Community College from 9:00 a.m. – 4:00 p.m. Libby Stone will be the facilitator for this and will ask that directions to the College be sent to the seventeen (17) people who have expressed an interest in attending this workshop. *(Since the meeting, approximately three (3) more colleges have expressed an interest in attending.)* John Wood will have the list of attendees to check that those attending have access to the acquisitions wizards in Thelma. There are six (6) more people who have expressed an interest in a later workshop to be held at Cleveland Community College.

Pam Doyle will ask Ruth Bryan to set up a date with Kim Battles for a **Sure Start Session** either the 2nd or 3rd week in July, 2:30 in the afternoon. Pam said that SIRSI would set up 2-hour sessions per month after the Sure Start Sessions are used.

The subcommittee will have its next meeting at Cleveland on July 3.

Respectfully submitted,
Martha Robinson

Addendum B

Media Booking Surestart Notes 6/8/01

1) How to's

+would like to have some advice on fields to be completed on the equipment template (or a revised template of our making) in a consortial environment. For example, using the provided template, if we put the serial # (or any equipment specific data) on the bib record, only one library can attach holdings to that bib record. Is this preferable - to have one bib record per piece of equipment OR is it better to put only generic equipment info (ex. manufacturer, model #, etc.) on the bib and all equipment specific info (ex. serial #, state ID #, etc.) on the holdings record? How have other consortiums handled this? And are there any implications in using booking, based on our choice, that we should be aware of?

Records can be added using Add Title and Add Brief Title. Each school should do their own cataloging due to the large number of different models and brands of the types of equipment. Trying to have generic records to attach holdings to in a large consortium is a problem. Also, most schools do not loan equipment out to other schools, so there would be less of a need for searching global records. Note: There is a template for equipment under both the Add Title and Add Brief Title wizards.

Personal note: In the past, we have discussed using a main record titled the brand name and equipment type, such as Eiki Overhead Projector, then attaching a holdings record for each piece of equipment with a different serial number to this main record. Type of lamp is listed under the notes. More on the cataloging templates later.

+Using booking for "permanently assigned" items (not check-outs) and how to print a report of them. (Do more location fields need to be added?)

You might want to read the two questions and answers below before reading the answer to this one.

An option for this is to use a Group option with an item type including a room, such as "MeetingRoom" which would include the Individual item types of room, chairs, microphone, podium, etc. or "Classroom" which would include room, TV, VCR, and Overhead., etc.

+Booking rooms--how to set up a record and book

We can ask John to create a location for us for ROOM.

One option is to have a bib record for room and have the holdings be the items in the room.

Kim will check to see what other options we have and give us a list.

+Booking items which often check out together--how to manipulate the items so that they can be checked out as a group or individually.

Item types can be a booking profile of either single/individual or group. All of the policies we have in the system now are for single items, such as projector, laptop, etc. We must ask John to set up the group profile policy in order to book several items that belong together,

such as Projector group, which includes a projector, AV cart, and extension cord, etc. Then we set the properties

Note: The “Rotate items for wear” function does not work for the group booking profile. It only rotates items with the single/individual booking profile. The rotate function is a global one.

+How to print a report of the number of booking transactions and of the # of equipment added and discarded

The “count booking report” doesn’t count the number of transactions, it counts the number of bookings **currently** existing in the system. Therefore, it may be best to use the transaction statistics report (an Administrative file report).

The report for the number of adds and deletes works the same way. It counts only the **current** items. The statistics are based on “item types” and DELETE ME.

2) Questions

+If an instructor already has an item checked out, but also wants it for future dates, the system wouldn't let us book for the future because it is checked out. Is this still the case?

Perhaps the new wizard in Unicorn 2000 takes care of this—it doesn’t seem to be a problem now.

+Some schools have expressed an interest in using booking to place holds on books and other items. Any words of advice on this practice?

Using booking to place holds is not recommended. Placing a hold catches the item when returned. The reserves function is used for a group of items. Media booking is used for an individual item.

Also, Webcat cannot be used to book items at this time.