

**Minutes of CCLINC Steering Committee
Conference Call 2:00 p.m.
Wednesday, September 27, 2006**

Facilitator: Dr. Harry Cooke, Chair, Gaston College

Attendees:

<input checked="" type="checkbox"/>	Deana Guido	District I Representative, Edgecombe Community College
<input type="checkbox"/>	Roxanne Davenport	District II Representative, Pitt CC
<input checked="" type="checkbox"/>	Ernest Avery	District III Representative, Piedmont Community College
<input type="checkbox"/>	Denise Bosselman	District IV Representative, Sandhills Community College
<input type="checkbox"/>	Lyn Gambon	District V Representative, South Piedmont Community College
<input checked="" type="checkbox"/>	Charles Wiggins	District VI Representative, Blue Ridge Community College
<input checked="" type="checkbox"/>	Tonya Robinson	Acquisitions Subcommittee Chair, Brunswick CC
<input type="checkbox"/>	Emily King	Cataloging Subcommittee Chair, Blue Ridge CC
<input checked="" type="checkbox"/>	Deborah Foster	Lending Services Subcommittee Chair, Fayetteville Tech CC
<input type="checkbox"/>	(Suspended)	Media Booking Subcommittee
<input checked="" type="checkbox"/>	Libby Stone	Reports Subcommittee Chair, Gaston College
<input checked="" type="checkbox"/>	Sharon Day-Lowe	Serials Subcommittee Chair, Gaston College
<input type="checkbox"/>	Dr. Bill Randall	VP, Learning Technology Services, & IIPS Representative
<input checked="" type="checkbox"/>	John Wood	CCLINC/Sirsi System Administrator
<input type="checkbox"/>	Ruth Bryan	Director of Learning Services Technologies
<input checked="" type="checkbox"/>	Colleen Turnage	Director of Learning Services

Note: Ernest Avery announced that there will be an Open House @ Piedmont CC's new library next April.

◆ **Old Business: Workflows upgrade.** Upgrades (Unicorn 3.1/Test server)

DISCUSSION: John announced that patches have just been installed on Thelma and will load when next logged into. John has not had much feedback. The slowness will improve with Louise. A 19" monitor is recommended for catalogers. For the time being, duplicate training materials will be needed for Java and C Client. Both have a classic view available, as well as new view. It could take up to two (2) days to install on

Louise. Cataloging Committee asked about the possibility of “phasing in”, in order to see if there are glitches before everyone is on 3.1.

ACTION: Sharon Day-Lowe made the motion for the installation date for the update to Louise to be Friday, November 17, 2006. Ernest Avery seconded and the motion passed.

New Business: Location for QEP (Quality Evaluation Process)

DISCUSSION: Mayland CC has a collection of books for their IE (SACS) Department and have asked for a location of QEP (Quality Evaluation Process) to be added. Alternatives to a separate location were explored. Several colleges are using LIBRARY or SACS on RESERVE.

ACTION: Motion was made by Charles Wiggins that Mayland be asked if they would be willing to use the RESERVE MODUL for SACS. Libby Stone seconded and the motion passed.

◆ New Business: Third Party Software

DISCUSSION: Books in Print (which was lost from NCLive) is a good example; however, do we want to open our databases? Is the Risk worth the Value? Could we block at local level, if our school doesn't want it? John said that Ruth can speak to this issue best but we do need to be thinking it through.

ACTION: Debra Foster made the motion to table this discussion until the next meeting. Sharon Day-Lowe seconded and the motion passed.

◆ New Business: Community patrons and ILL

DISCUSSION: ILL has been abused by a community patron: 5 books per month for 30 months, costing between \$750 and \$1500. Policy regarding ILL is up to the individual campuses. Here are some of the discussed possibilities to handle this:

- 1) non-students can pay for ILL charges.
- 2) there can be a limit checked out and beyond that, the non-student may be charged.
- 3) post library policy regarding ILL on Library webpage.
- 4) refer them to the Public Library.
- 5) in extreme case, block patron.

ACTION: These suggestions will be passed along as information only.

◆ **New Business: SSN and community Patrons**

DISCUSSION: Ruth Bryan sent the following e-mail:

"I talked with David Sullivan in our legal affairs office to discuss the embedded social security number and he said ...

The embedded SS#s in the system should be okay since they are not available for public viewing. (I did tell him the folks that run reports see them if they include the Notes field in the reports.) He said the statute states that we are not to collect social security numbers. In other words, we are not to ask patrons for their social security numbers at all.

I asked him about the using the drivers license number instead of the social security number for community patrons, he said he did not see a problem with that at all."

ACTION: None.

◆ **New Business: record control number – new match point**

DISCUSSION: Matchpoints: we can have same Datatel number within CCLINC from different colleges. Use college initials before Student ID# (i.e. GA#####), State Initials before drivers license (i.e. NC#####). Recommended to search matchpoints on driver's license, which is pretty unique.

John Wood sent the following to clear up matchpoints section: "The system currently requires unique user IDs and alt IDs (if those are used). There is also a duplicate patron function that can be turned on when using the New User Registration wizard. This has been available since we upgraded to Unicorn 2003, but the steering committee decided not to use it at that time. The steering committee has now decided to turn on that feature, and use the license number tag that is part of the user extended information tab as a check for duplicates. You will only see if there are duplicates if the license number is added during the patron registration and there is a patron in the database with the same license number."

ACTION: Motion to put in Driver's License on new patron registrations, under "extended information" made by Sharon Day-Lowe and seconded by Ernest Avery. Motion passed.

Subcommittee Updates:

Acquisitions: Tonya Robinson will continue as Chair of the Acquisitions Subcommittee.

Cataloging: None.

Lending Services: None.

Media Booking: None.

Reports: None.

Serials: Their next meeting will be October 31st. Training is on hold until Workflows Update is live.

Next Month's conference call meeting will be Wednesday, October 25th, 2006 @2:00 p.m.

Dr. Cooke adjourned the meeting at 3:15 p.m.

Respectfully submitted,
Martha A. Robinson, Gaston College