

Time: 2pm Meeting by conference call at 919-854-2244

Attendees

1 David Wright <i>present</i> Steering Committee Chair	9 Amy Gustavson <i>present</i> District 4 Representative
2 Tim Hunter <i>present</i> Reports Subcommittee Chair	10 Jayna Dempsey District 5 Representative
3 Emily Von Pfahl <i>present</i> Cataloging/Serials Subcommittee Chair	11 Rachel McLean District 6 Representative
4 Vacant Lending Services Subcommittee Chair	12 Ali Norvell Reference Services Representative
5 Julia Mielish Training Subcommittee <i>present</i>	13 Colleen Turnage <i>present</i> Director of Library Services
6 Catherine Tingelstad <i>present</i> District 1 Representative	14 John Wood* System Administrator
7 Susan Basnight <i>present</i> District 2 Representative	15 Vacant Exec. Director of eLearning and Learning Technology Systems
8 Ernest Avery <i>present</i> District 3 Representative	<i>*Non-voting member</i>

Meeting convened at 2 p.m.

I. **Old Business**

- a. ILS Business Requirements Team has met and decided to create a survey for staff and directors to
- b. Cooperative Agreement 2014-15 Update. Five schools have not signed the agreement at this time. If you have not signed your agreement, please do so at this time.
- c. 2015-16 Cooperative Agreement: The contract is waiting on the 2014-15 cooperative to be completed.
- d. Symphony service pack upgrade (status report) The upgrade is scheduled for May 3 & 4. The bug fix that delayed the initial upgrade has been fixed.

- e. Patron Data Load project. The Ad Hoc Committee presented Motion to accept the report, Ernest, Colleen Seconded, Motion passed by all.
- f. Sirsi/Dynix & CCLINC documentation—LOR has been updated and includes all documentation
- g. Proquest MOU; has been approved by all and is waiting for signatures.

II. New Business

- a. Lending Services Subcommittee Chair recommendation; Cathy Campbell has volunteered to serve as the chair of the Lending Services Subcommittee. Colleen motioned, Amy seconded, all motioned in favor.

III. Subcommittee and District Reports

- a. Lending Services – Discussion was had regarding holds and that there are still people in the system who are removing holds when they don't wish to send an item. Since there are often multiple schools on a list, a school should never remove another library's hold. The signed cooperative agreement states that all libraries should loan items and nobody is exempt.
- b. Cataloging/Serials – Emily von Pfahl – Emily says she doesn't have any issues right now, but she did bring up that cataloging needs to work with reports to look at the reports currently run. She also brought up the issue of items charged to missing.
- c. Reports - Tim Hunter – No report
- d. Training – Julia Mielish --. Julia states she has had requests from district 2 and Pitt for reports training. She will work with Tim to get those scheduled.
- e. NCCCS Library Services Advisory Council – Julia Mielish – New Directors 22 12:4:00 All directors 23rd July. 8:30-4:00 Plans are currently in the works.

IV. Other News

- a. Signature pads. Wake Tech has been trialing signature pads with the new 3.5 upgrade. So far the installation has gone well and they are experimenting with customizing the card agreement language.

Motion to adjourn- Julia Seconded by Amy Adjourned at 3:17

Attachments

Recommendation from Ad Hoc Committee on Patron Data Loads to CCLINC Steering Committee

(Julia Mielish, Amy Gustavson, Garrison Libby, & David Wright)

4/27/2015

The Ad Hoc Committee was charged with making a recommendation to the Steering Committee upon the successful testing of the patron data load from Surry Community College.

The Ad Hoc Committee makes the following recommendation to the CCLINC Steering Committee to form the basic procedures for the loading of patron records from reports from the Elucian Student Information system.

Using the Template created by Surry CC, colleges wishing to upload patron records to Sirsi/Dynix using Informer reports from the Elucian system must follow the basic template with the **BASIC** required fields listed in the template. Minor additions to the number of data fields by individual libraries are allowed without CCLINC Steering Committee approval.

If colleges wish to participate (after the initial group of test libraries) in the patron data load, they must submit a request to the Chair of the Lending Services subcommittee. After approval by the Lending Services subcommittee, the request will be forwarded to the Chair of the CCLINC Steering Committee for approval.

Participating libraries must use the prefix system already established for CCLINC Patron records in Sirsi/Dynix and Elucian Student ID # in the ID field. (This is the field that all incoming records are matched against in Sirsi/Dynix).

TEMPLATE--SAMPLE RECORD FIELDS SIRSIDYNIX

(Examples are from Surry CC)

.USER_ID. | a23252- (Elucian Student ID #)

.USER_FIRST_NAME. | a

.USER_MIDDLE_NAME. |a

.USER_LAST_NAME. |a

.USER_PREF_LANG. |ENGLISH

.USER_LIBRARY. | a **SURRY**

.USER_PROFILE. |a STUDENT

.USER_PROFILE. |a NON-STDNT only if Elucian Major field is A10100EC (optional)

.USER_CATEGORY2. |a ECHS (only if Elucian Major field is A10100EC) (optional)

.USER_PRIV_EXPIRES. (+ 2 yrs) in YYYYMMDD (date is example, may be changed)

.USER_ADDR1_BEGIN.

.STREET. |a

.CITY/STATE. |a

.ZIP. |a

.HOMEPHONE.

.DAYPHONE. (Cell/mobile)

.EMAIL.

Hint:

USER_CATEGORY fields—need to be able to be mapped from Elucian to fields in Sirsi/Dynix

Output from Elucian (Informer Report) must be in FLAT ASCII format for uploading to Sirsi/Dynix