Minutes of CCLINC Steering Committee Meeting
Conference Call
Tuesday, February 28, 2006

Facilitator: Roxanne Davenport, Chair, Pitt CC

Attendees:

☑	Peggy Quinn	District I Representative, Wake Tech CC
☑	Susan Basnight	District II Representative, Pitt CC
☑	Fannie Dillard	District III Representative, Rowan-Cabarrus CC
☑	Renee Dusenbury	District IV Representative, Central Carolina CC
☑	Harry Cooke	District V Representative, Gaston College
	Mamie Carpenter	District VI Representative, Mayland CC
	Tonya Robinson	Acquisitions Subcommittee Chair, Brunswick CC
☑	Charles Wiggins	Cataloging Subcommittee Chair, Blue Ridge CC
☑	Deborah Foster	Lending Services Subcommittee Chair, Fayetteville Tech CC
☑	Peter Kracunas	Media Booking Subcommittee Chair, Alamance CC
☑	Libby Stone	Reports Subcommittee Chair, Gaston College
☑	Linda Kressal	Serials Subcommittee Chair, Tri-County CC
☑	Dr. Bill Randall	VP, Learning Technology Services, & IIPS Representative
☑	John Wood	CCLINC/Sirsi System Administrator
☑	Ruth Bryan	Director of Learning Services Technologies
☑	Colleen Turnage	Director of Learning Services

Roxanne called the meeting to order at 2:05 and greeted members.

♦ **Old Business:** Ad hoc Portal Group

DISCUSSION: FYI only – Ruth asked Sirsi if we could get information on the Dynix Product WebFeat. She is waiting on word on whether Dynix can sell WebFeat to Sirsi Unicorn customers. At this time Sirsi are in the process of evaluating their federated searching offerings.

ACTION: None

♦**Old Business:** Upgrades (Unicorn 3.1/Test server)

DISCUSSION: Sirsi has no firm release date as of yet – tentative timeframe is mid-spring.

ACTION: None

♦**Old Business:** De-dupe project

DISCUSSION: Ruth and Colleen advised the SC that Sirsi had produced two reports. One identifies **86,558** duplicate records, and the other identifies **312,552** sets of "almost" duplicates. The Cataloging Subcommittee will be discussing these reports more fully in their meeting on March 2. Much discussion ensued by the SC, with concerns about the amount of duplicate records which are still being imported or created, and what sorts of actions might be necessary to regain and maintain database integrity.

ACTION: The SC will await recommendations from the Cataloging Subcommittee on policies or actions to halt or decrease the creation of duplicates in the database. Ruth and Colleen will be discussing the actual de-duplication process with Sirsi, finalizing the matchpoints and defining the algorithms. When the de-dupe process is underway, all cataloging on the CCLINC system will be suspended for the duration of the process, including creation of bibs by reserves, circ, serials, etc. The "almost" duplicates will have to be dealt with by LTS cataloging staff, as those records will need to be reviewed rather than machine-merged.

♦**Old Business:** Training Objectives

DISCUSSION: Ruth has contacted the current trainers to have them review their course descriptions. Discussion went on to encompass how effective training should/could be created and/or delivered, including using the Elluminate webinar system, web-based tutorials, live training, etc. Concerns were voiced over what skills staff should be expected to bring to their positions versus what training should be provided by the CCLINC consortia.

ACTION: The SC agreed to the creation of an ad hoc CCLINC Library Directors' task force which would discuss issues of how personnel, skill levels, database integrity and training all impact on each other. This task force would report back to the SC with policy and enforcement recommendations. Harry Cooke volunteered to chair this task force. Roxanne will draft a mission statement and email to the SC for further wordsmithing and approval before issuing a call for volunteers to the CCLINC directors.

♦**Old Business:** Cooperative Agreement Review

DISCUSSION: No requests for changes were received from the colleges

ACTION: No action necessary – since no changes were requested, the document remains in force as is.

♦**New Business:** Cataloging Requests (was in Agenda as Old Business)

Discussion: Request #1 from Bob Schenk at COA via Charles:

I have received a request for a new location from Bob Schenck:

****
We have been directed to place some of our books in a public library collection to serve our students living near that library. We have a center (not a full campus) in the same town, but do not have a library at the center. We would like to have a home location created as follows:

Name: SPML
Description: Shepard-Pruden Memorial Library
Holdable: No
Shadowed: No
****

I asked Bob if the situation would be permanent and if REMOTE would work instead. His reply:

****
Yes, this will be a permanent situation, at least until the college decides to add a library at the Chowan Campus -- and that is not going to happen in the foreseeable future. REMOTE would not work, we feel, since if someone placed a hold on a book, we'd have no way to retrieve it in order to satisfy the request. The books we are sending to Shepard-Pruden will be cataloged by them and placed in their collection. We will retain ownership, but the transfer will be very long-term, if not permanent.

ACTION: Charles will discuss further with Bob. The SC is reluctant to approve many more requests for specific locations, due to the number we already have and the difficulty in patrons choosing the right locations when limiting searches. A couple of other options were suggested by SC members, including using Reference location with a public note referring the patron to SPML. The SC is willing to discuss creating another generic REMOTE location which would be non-holdable.

Request #2 from Charles: John has made changes to the display policies for the 856 field on Thelma, making subfields $3 & $y active so they will display in iLink. I would like to request pre-approval from the Steering Committee for John to make the same changes to Louise, pending Cataloging Subcommittee approval. Subfield $z would remain active, as well. These changes must be made for each cataloging format, so the Cat. Subcomm. will need to discuss which formats would need to be updated. For an example of how these look you may visit Thelma and look up the record for 'Firstgov', which is TitleCtrl# o45068809.

ACTION: Approved as requested.

Request #3 from Charles: Some time back John made changes to SmartPort, adding an ISBN search to the icon search options and to the labeled search options. He believes he can to do the same for OCLC Number. Considering that our catalogers are supposed to use WorldCat to select records and then use the OCLC Accession Number to retrieve the record in SmartPort, making OCLC Number our 'default' search by workflow, it stands to reason that the Steering Committee should authorize John to make these changes. Further, if possible, the 'OCLC Number' search should be made the first in the list of labeled searches to prevent scrolling so much.

ACTION: Approved as requested.

Subcommittee Updates:

Acquisitions: No update at this time.

Cataloging: The Cataloging Subcommittee met on January 24, 2006 from 2:09-3:27 PM. We had an update on the progress of the Broken URL cleanup project. At that time almost half of the report had been distributed among the cleanup volunteers. Some progress had been made but a few volunteers revealed that they had not begun

their portion as yet. There was also some discussion of strategies employed for the project. We also had an update on the project to create guidelines for cataloging eBooks and other permanent resources. Test records for the titles in GVRL have been created on Thelma as experimental subjects. Charles began a list of proposed policies, which were discussed. Since a portal would solve these problems, question was raised, "Should we table these issues and prioritize the portal evaluations and explore grants to pay for it?" Roxanne reminded the group that finding, funding, and implementing a portal will take a long time and that these policies were the Steering committee's mandate as a stop-gap measure to placate member libraries who are anxious about these access issues. There was also a proposal for a new location which the Subcommittee rejected. Our next meeting is scheduled for Thursday, March 2, 2006 at 2:00 PM.

Lending Services: The lending services committee has not met, however, a list of the school codes has been forwarded to Roxanne to be distributed to the various community colleges for their information (Roxanne forwarded the list to Ruth for distribution since Ruth's email lists are more up-to-date).

Media Booking: No update at this time.

Reports: The Reports Subcommittee is working on a few more procedures and will send to the Steering Committee for approval, hopefully by mid-March. Also, Libby is thinking about asking report runners if they would like to have a jam session (similar to the sessions the cataloging folks have). John mentioned some concerns about running reports, which Libby will relay to the report runners in a memo.

Serials: No update at this time.

Next Meeting: April 4, 2006 at 2 p.m.

       Roxanne adjourned the meeting at 3:58 p.m.
       Minutes submitted by Roxanne W. Davenport