

CCLINC Implementation Team
Minutes of Meeting, 28 July 2000 (10:30 - 12:00)
Telephone conference call
Unapproved, but we wanted to get you the information asap.

PRESENT:

From the CCLINC libraries

Luella Teuton, Chair, CCLINC Steering Committee (Sandhills)
Gretchen Bell, Chair, CCLINC Training Committee (Piedmont)
Lorraine Krichko (Wake)
Linda Leighty (Pitt)
Debbie Luck (Randolph)
Raye Oldham (Sandhills)
Angela Sox (Gaston)
Linda Stone (Central Carolina)
Dan Swartout (Edgecombe)

From NCCCS

Ruth Bryan

Absent

John Wood (Rockingham)

From sirsi

Terry Jarnigan, Manager, Library Products Group
Mary Wood, Implementation Liaison
Tracy Moyers, Dataload Specialist

AGENDA ITEMS

DELETED RECORDS

When comparing the database prior to the Asheville data load with the data base after the missing records were added, sirsi identified a total of 18,086 records that the local libraries had worked on in May, either deleting the records of changing barcodes. The presumption is that these records are not wanted in the active database and should be deleted. Ruth will contact each library directly if the number of records for possible deletion associated with that library exceeds 250.

USING UNICORN

If the libraries report no major problems with bibs, holdings, or patron records on Monday, all libraries can use all modules beginning Tuesday.

MISSING PATRONS

If any patrons are missing from the database on Monday, it could be because the patrons had no user ID (patron barcode). Sirsi found 23,000 of these records. The number does not include Wilkes, which had special problems. The Implementation Team will make a decision, during their meeting Wednesday, about whether sirsi should load these records using the alt ID as the user ID. If the records are loaded in this manner, they can be searched by Name, and the library can correct the user ID if necessary. Many of these records are old records from the old patron load interface with the registrars' records.

INDIVIDUAL LOGINS

Sirsi is working as quickly as possible to complete the individual staff logins.

RESERVE DESK ABBREVIATIONS

Mary Wood has provided us with the definitions for the Reserve Desk abbreviations. Please see the end of the minutes for these.

NEW CCLINC LIBRARIES

Pam is working with sirsi sales representatives to get the three new libraries (Alamance, Lenoir, and Tri-County) set up to use unicorn.

MATERIALS BOOKING

The CCLINC libraries will need to decide, as a group, which patron profiles and also which item types will be eligible for materials booking. This decision will be made at the CCLINC Users Group meeting at Alamance Community College on **August 7**.

REQUESTS BUTTON LIST

Individual decisions about all requests buttons will be possible. Terry is checking on whether it is now available or whether it will be available with the release of unicorn 2000, expected toward the end of the year. The requests button list will also be discussed at the **August 7** meeting.

WEBCAT SEARCHES DEFAULTING TO THE INDIVIDUAL LIBRARIES

Ruth completed the preliminary pages for our individual library WebCat access, but she's had to wait for someone at sirsi to have enough free time to set them up on the server. Sirsi anticipates that these should be in place by the end of next week.

OVERDUE NOTICES

- All libraries must agree on the text for overdue notice headers. The text will be available prior to the August 7 meeting, and the wording will be discussed then.
- If a library elects to send overdues via email, and if an email bounces, then the bounced email will revert to Eric. All libraries must decide, as a group, what we want done then. The choices are the following: a) the notices for our libraries will be sent to the local CCLINC SA, or b) the patron record can be tagged with a note, indicating that the email address is incorrect. This choice will be discussed **August 7**. In either case, the local library can elect to enter a status of BARRED in the privilege folder. That way, the patron cannot check out materials until the library staff asks for the correct information and changes the status to OK.
- Sirsi will be sending us a form for us to fill out, listing our requirements for overdue notices. Then, overdue reports will be prepared and made available for us.

MAXIMUM OVERDUE FINE

Presently, the maximum overdue fine is \$10.00. If libraries want to charge less for their maximum fine, they must adjust the amount in the "Pay Bill" feature in unicorn. Whether to change the amount of the maximum fine will also be discussed at the **August 7** meeting.

REPORTS AND SYSTEM PRINTERS

When you review any report, it is available on your PC. Whether you print it on the printer attached to the PC or on a system printer is your individual decision. Sirsi is working with some of the libraries to test using our system printers. Once they're sure that they have the procedure down, we'll be asked for system printer identification so that we can have the option to use these printers if we want to.

PATRON RECORD FIELDS

The order in which the patron record fields display is a global decision. We can request that fields be removed from our lists if no library is using them. Fields can be added within an individual patron record if they are needed.

STANDALONE

Standalone is a special feature of the unicorn circulation module. It allows a library to continue circulating on the PC even if the network is down as it was Friday morning. Once the network

comes back up, the circulation transaction records can be sent to the server. Sirsi will be sending us information about how to use this feature.

BRIDGES

Do not throw away your Bridges Manual. Much of the information in Bridges is still relevant. Gloria Sutton at Wake is leading an effort to revise Bridges, keeping what we still need. In addition, four groups will be revising the policies relative to their areas of interest: ILL under Bob Hudson (Sampson), Serials under Lorraine Krichko (Wake), Cataloging under Debbie Luck (Randolph), and Acquisitions under Linda Stone (Central Carolina).

ACCESS TO SIRSI CUSTOMER SUPPORT AND THE UUGI (Unicorn Users Group, International)

Methods and passwords for accessing the customer support information provided by both sirsi and UUGI was sent directly to the library Directors. Ruth says that the Directors may use their discretion to pass this information on to an appropriate person on their library staff.

LATEST VERSION OF THE SOFTWARE

If you're using port 10000 to log in, you have the latest version of the software. If you cannot use 10000 as the port number, then you do not have the latest version of the software. The library Directors have the directions for upgrading the software if your version isn't the latest.

PATRON PROFILES LIST

The long, long list of patron profiles will remain long. However, staff can type in the name of the appropriate profile instead of choosing it from the long, long list. After a staff member types the first couple of letters for the profile, the full name should appear.

GROUP SEARCHING

Libraries with branches want very much to be able to search all of their college libraries at once. This "group search" feature will be available in unicorn 2000, available toward the end of the year.

NEXT MEETING

The next meeting of the Implementation Team will be by telephone conference call on Wednesday, August 2, at 2:00.

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College Name	Library Policy Name	Reserve Desk
Beaufort	BEAUFORT	BE-RESERVE
Bladen	BLADEN	BL-RESERVE
Blue Ridge	BLUE_RIDGE	BU-RESERVE
Brunswick	BRUNSWICK	BR-RESERVE
Cape Fear	CAPE_FEAR	CF-RESERVE
Central Carolina Community College -- Chatham	CC-CHATHAM	CH-RESERVE
Central Carolina Community College -- Harnett	CC-HARNETT	HA-RESERVE
Central Carolina Community College -- Main	CC-LEE	LE-RESERVE
Cleveland	CLEVELAND	CL-RESERVE
College of the Albemarle --Chowan	COA-CHOWAN	CC-RESERVE
College of the Albemarle -- Dare	COA-DARE	CD-RESERVE

College Name	Library Policy Name	Reserve Desk
College of the Albemarle--Main	COA-ECITY	CE-RESERVE
Coastal Carolina Community College	COASTAL	CS-RESERVE
Craven	CRAVEN	CR-RESERVE
Craven--Havelock	CR-HAVELK	CV-RESERVE
Durham-Chapel Hill	DURHAM-CH	DC-RESERVE
North Durham Community College	DUR_NORTH	DN-RESERVE
Durham CC	DURHAM	DU-RESERVE
Edgecombe	EDGECOMB	ED-RESERVE
Edgecombe --Rocky Mount	EDG-RKY-MT	ER-RESERVE
Fayetteville	FAYVILLE	FY-RESERVE
Gaston-Lincoln	GAST-LINC	GL-RESERVE
Gaston	GASTON	GA-RESERVE
Halifax	HALIFAX	HX-RESERVE
Haywood	HAYWOOD	HY-RESERVE
James Sprunt	J_SPRUNT	JS-RESERVE
Johnston	JOHNSTON	JO-RESERVE
Martin	MARTIN	MR-RESERVE
Mayland	MAYLAND	MY-RESERVE
McDowell	MCDOWELL	MC—RESERVE
Nash	NASH	NA-RESERVE
Pamlico	PAMLICO	PA-RESERVE
Piedmont-Caswell	PD-CASWELL	PC-RESERVE
Piedmont	PIEDMONT	PD-RESERVE
Pitt	PITT	PI-RESERVE
Randolph	RANDOLPH	RA-RESERVE
Richmond	RICHMOND	RI-RESERVE
Roanoke-Chowan	ROANOKE-C	RC-RESERVE
Rockingham	ROCKINGHAM	RK-RESERVE
Rowan-Cabarrus North	ROWAN-NO	RN-RESERVE
Rowan-Cabarrus South	ROWAN-SO	RS-RESERVE
Sampson	SAMPSON	SM-RESERVE
Sandhills	SANDHILLS	SH-RESERVE
Southeastern	SO-EASTERN	SE-RESERVE
Southwestern	SO-WESTERN	SW-RESERVE
South Piedmont East	S-PDMT-E	PE-RESERVE
South Piedmont West	S-PDMT-WB	WB-RESERVE
South Piedmont West-Temp	S-PDMT-WU	WU-RESERVE
Stanly	STANLY	ST-RESERVE
Vance-Granville -- Franklin	VG-FRANK	VF-RESERVE
Vance-Granville --Main	VG-GRANV	VG-RESERVE
Vance-Granville -- South	VG-SOUTH	VS-RESERVE
Vance-Granville --Warren	VG-WARRN	VW-RESERVE
Wake	WAKE	WA-RESERVE
Wake Health Education	WAKE-HEALTH	WH-RESERVE
Wayne	WAYNE	WY-RESERVE
Wilkes	WILKES	WI-RESERVE
Wilson	WILSON	WL-RESERVE

College Name	Library Policy Name	Reserve Desk
NCCCS	NCCCS LRS Office	N/A