



**CCLINC Steering Committee
Minutes
May 5, 2010
2:00 – 3:450 p.m.**

Attendees:

Facilitator:
Allen Mosteller, Chair Present

Note taker:
Linda Kressal substitute

Past-Chair Emeritus:
Libby Stone - Present

Learning Technology Systems & IIPS Representative
Dr. Bill Randall, Associate Vice President for Learning Technology - Absent

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Gerry O’Neill - Present Wilson Technical Community College, District I	Vacant Acquisitions
Roxanne Davenport -Present Pitt Community College, District II	Julia Mielish - Present Craven Community College, Cataloging
Ernest Avery -Present Piedmont Community College, District III	Vacant Media Booking
Renee Dusenbury - Present Central Carolina Community College, District IV	Deborah Foster - Present Fayetteville Technical Community College, Lending Services
Karen MacMurray - Present South Piedmont Community College, District V	Linda Leighty - Present Pitt Community College, Reports
Linda Kressal - Present Tri-County Community College, District VI	Vacant Serials

Resource Persons:

NCCCS Director of Learning Services Technology **Ruth Bryan - Present**
CCLINC System Administrator **John Wood – Present**

OLD BUSINESS

Security Breach

Ruth Bryan provided an update from 2009 library server security breach. 243 patrons have contacted the System Office pertaining to the letters they received in December 2009. Out of the 51,000 letters mailed 11,000 plus letters have been returned due to invalid addresses. The returned letters will be shredded in December 2010.

NEW BUSINESS

New System Office IT Security Director: Ruth Bryan announced that Stephen Reeves is the new IT Security Director for the SO.

Loading data from Datatel into Sirsi Problems with Java Client: Allen reported his institution would like to hire a custom programmer to load student data from Datatel into SIRSI. The group discussed issues with data loading

and space issues in the patron database and questioned exactly what was entailed. Deborah Foster moved to table the issue until Allen could investigate further. Committee agreed to table the question until a later date.

CCLINC ILL Lost Items Policy: Deborah requested that libraries increase the length of institution-to-institution loan for an ILL be increased from 60 to 90 days to allow each library time to retrieve an item before the 'Lost' process is initiated. Deborah will notify directors of the increased loan time.

Patrons Purged by System Office. Allen shared a request from Sharon Faulkner for a report in order to know which paper records they should pull after the purge. Ruth explained that the security breach concerned only records in the server and that paper record retention is an institutional decision. She furthered explained that the SO will send an interim report before each purge to allow libraries to determine which patron records are being purged. Ruth and John agreed to create a purge schedule for presentation at the next meeting of the Steering Committee.

Request to change Young Adult to a Holdable location: Allen presented a request from Emily King at Wayne CC to change the location of 'Young Adult' to a Holdable location to allow for more access to Young Adult resources for CCLINC members. Discussion followed that some small libraries cannot allow holds on some types of materials for various reasons. Deborah made a motion to deny the request for changing Young Adult from non-Holdable to Holdable and it was approved.

Electronic Voting Allen presented a request from Dr. Harry Cooke to change the wording in the Cooperative Agreement to allow membership voting by email and change the wording concerning announcing the results of votes by email rather than using the word electrically. He feels we need this revision due to economic conditions preventing the membership from meeting at conferences (i.e. NCCCLRA). Deborah made a motion to accept the suggestion and it was approved.

Receipt Printers: Allen presented a question from Emily King about whether other institutions in CCLINC are reporting problems with receipt printer inconsistencies in the JAVA client? After discussion it was concluded that this is not a JAVA problem. Allen will notify Emily.

Blu-Ray Discs: Ernest Avery requested a new item type for Blu-Ray discs as an aid in clarifying. Roxanne moved to establish a new item category and it was approved.

Holds on Reserves: Ernest Avery reminded the membership that Reserve Holds cannot be placed and recommend not using this feature. John explained that reserves can't be overridden in iLink, only in WorkFlows. Ernest suggested that a discussion about Reserve Holds will be useful as a reminder to library staff

ILL Date Due: Allan presented a proposal from Fay Byrd that it would be helpful to put due dates on the ILL book slip for when the book is due which would help to keep checks and balances on items without going into to SIRSI or running reports. Deborah explained that it is not OK to put date dues on ILL slips. She will contact Fay to clarify the procedure. Roxanne pointed out that this type of question should go to subcommittee rather than the Steering Committee. Allen will refer similar questions to the appropriate subcommittee in the future.

Committee Chair Succession: Linda Leighty requested discussion of procedures for committee succession. She is retiring in August and we will need to Replace her as reports subcommittee chair. In the past chairs were voted on at the annual meeting. It was decided to poll members by e-mail to vote for a new chair.

Paper Records: Linda Kressal requested discussion on whether or not we can keep **paper records** of community user's driver's license numbers. Allen suggested it is up to each school to decide which records to keep. Roxanne suggested examining the State Record Retention Policy and allowing each school's attorney to decide on liability.

The next meeting will be scheduled after the Cooperative Agreement letter with its deadline for submission date is announced.

Subcommittee Reports

Acquisitions Subcommittee Report (inactive)

Ad hoc Subcommittee Report

Roxanne Davenport

No Report

Cataloging Subcommittee Report

Julia Mielish

Julia is moving to Raleigh and leaving the cataloging subcommittee. She reminded everyone to bring cataloging questions to the subcommittee rather than directly to the Steering Committee. She reported that three new locations have been added: MUSIC-COLS, HOLOCAUST, TEACH/LEARN CTR

Lending Services Subcommittee Report

Deborah Foster

No Report

Media Booking Subcommittee Report (inactive)

Reports Subcommittee Report

Linda Leighty

Linda presented a new Reports Manual. The Committee commended Linda on a wonderful job and moved to accept the manual to be posted on the web page.

Serials Subcommittee Report (inactive)