Minutes of CCLINC Steering Committee Meeting
Conference Call
Tuesday, December 6, 2005

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:** Draft of Steering Committee Purpose and Procedures

DISCUSSION: The new draft compiles information from the old Bridges manual, the current web page, and the proposed draft of SC responsibilities from last meeting.

Libby Stone submitted comments for discussion regarding the revised Steering Committee Procedures prior to the meeting. The comments are listed below. Roxanne Davenport's responses are inserted within the comments in italics:

> Suggestion: change "annual meeting" at the end of the first paragraph to "annual conference."
> > *Works for me -rwd*
>
> Suggestion: under CCLINC Steering Committee Members, leave off "**Officers:** the only officer is the..." and start with **SC Chairperson:**
> > *Ditto - rwd*
>
> On the second page, under CCLINC Steering Committee Member Responsibilities, (5th bullet) I do not recall serving as an "ex officio member" on all subcommittees during my year as chair of the SC. Is that something I was supposed to do? I could not find anything regarding this in the old DAC mission statement or the old procedures.
> > *I can't find the documentation now for DAC or CCLINC, but it's a fairly SOP for groups – it doesn't mean that the SC chairperson HAS to attend all the Subcommittee meetings, but that he/she MAY, and that it formalizes the liaison from the subcommittees back to the main group - rwd.*

Suggestion: add to list of responsibilities for SC chair "Lead Users Group meeting at the NCCCLRA annual conference."

> *Good call - rwd*

Suggestion: add to list of responsibilities for subcommittee chairs "Work with Director of Learning Services Technology to provide training for CCLINC members (with the exception of cataloging, which is conducted by the Director of Learning Services)."

> *Ditto - rwd*

I could not find the responsibilities for the District Representatives in any of the old procedures I have. I'm glad we are going to include them, but where did they originate? The last bullet has a note that says "minutes are sent by [Ruth] to all CCLINC library directors, SAs and report runners." Don't they go out to **most** CCLINC members (whoever is listed on the current CC CCLINC e-mail group in Groupwise)? I know Ruth sends them out to several lists that she maintains...

> *I put the ones that I knew for sure that Ruth maintains – possibly she has some others. I did not put the CC CCLINC group from Groupwise because it now contains so many bouncing email addresses, and does NOT contain so many newer college staff, that it's almost useless: also, we have no control over editing its content to ensure accuracy*

Under <u>CCLINC Steering Committee/Users Group Procedures</u>, page three, third paragraph, last sentence says "The SC will meet in person annually prior to the Users Group meeting." The old procedure says "The committee will meet in person at least annually." Did we all agree to specify that we meet before the users group meeting? I think that is probably a good idea, I just wanted to clarify.

> *I put it that way because it does not specify how far "prior" – that leaves it open to happen outside of OR at the LRA conference – but the new Steering Committee chairperson is supposed to come from the existing committee, and that gives the SC a chance to meet face to face to see who the poor sap – er, lucky member will be. It also allows the SC a last chance to review year-end reports and anything else that needs to be discussed at the Users Group meeting, such as proposed changes to the Cooperative Agreement.*

The Steering Committee reviewed the draft document and discussed the suggestions and comments listed above. The resulting final version will be distributed to the membership along with these minutes.

ACTION: change wording as indicated in discussion, submit final changes for approval by SC via email. Distribute approved copy to membership and replace old SC information on the CCLINC web pages with the approved copy.

♦**Old Business:** Ad hoc portal group

DISCUSSION: FYI - Group remains without a chairperson – Lynn Gambon has indicated that she MAY be able to take it on after the holidays.

ACTION: No action needed

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

DISCUSSION: the Production server upgrade is planned for sometime next week, and will take 3 to 5 days to complete. Workflows and iLink will not be available during that time. The Standalone utility can be used for circulation.

The numbering of SIRSI upgrades has changed. The next one for us is now termed "3.0". We will discuss a date for upgrading the test server to 3.0 at the Jan. Steering

Committee meeting. Members of all subcommittees should be sure that they have a PC that meets the new specifications available **before** the upgrade to the test server is done. **All schools** should be acquiring PCs for their Workflows workstations that meet the new specifications by no later than 4/1/2005. The new specifications are:

Windows XP or 2000

256 MB or more RAM

700 MHz or greater processor speed

60 MB free hard disk space

1024 x 768 or better screen display (17-inch monitor HIGHLY recommended)

ACTION: none by SC. Ruth and John will be handling the Solaris upgrade to the production server and will notify the membership of downtime and progress.

♦**New Business:** De-dupe project / Request to find some way to add access to electronic titles to database

DISCUSSION: De-dupe project: - Ruth has succeeded in receiving a grant award to pay for SIRSI to "de-dupe" (i.e. merge duplicate bibs in) our database. She is still working out details and a timeframe with SIRSI, but projections are that the project will take from one to two weeks, during which time frame no cataloging functions should be done. The live server WILL be available for circ and other functions, and iLink will not be affected. All schools are urged to clean up short bibs and temporary records prior to the de-dupe.

ACTION:

Adding MARC records for e-resources: The Steering Committee agreed to maintain the policy AGAINST loading MARC records for the NCLIVE NetLibrary resources because of the number of records (holdings and bibs) that would have to be added to the database. A bib record for the entire NetLibrary website (electronic resource) has been added to the CCLINC database which has a hotlink to NetLibrary. It was added to the NCCCS location, so schools wishing to have it show up in a search of their library will have to add a call number/copy record to the bib.

The Steering Committee agreed that hotlinks to the individual Gale Virtual Reference Library titles could be added to the bibs for the print versions of those titles. The Cataloging Subcommittee will develop and distribute procedures for adding these hotlinks and for adding holdings.

The Steering Committee asked the Cataloging Subcommittee to consider pros and cons and to develop policies regarding adding bibs and/or hotlinks to CCLINC for two types of materials: 1) NCLIVE permanent resources (excluding NetLibrary for the reasons cited above) and 2) e-books purchased and permanently owned by a CCLINC library.

♦**New Business:** Catawba Valley

DISCUSSION: **FYI** – Catawba Valley CC library has expressed an interest in joining CCLINC. Ruth is researching particulars with SIRSI and the college – no application has been submitted as of yet. There would be no dataload involved. CVCC would add holdings manually.

ACTION: for information only at this time

♦**New Business:** Lending Services requests

DISCUSSION: The Lending Services Subcommittee puts forth the following recommendation:

In light of SB 1048, North Carolina Identity Theft and Prevention Act that was passed in the 2005 Legislative session and became effective December 1, 2005 the Lending Services Sub-committee recommends to the CCLINC Steering committee the following:

1. That the use of Social Security Numbers in the User ID or Alt ID fields be stopped.

2. That a barcode number starting with the school's assigned CCLINC library barcode prefix be used in the User ID field.

3. That in the Alt ID field:
for those on Datatel, the Datatel-assigned number with the CCLINC 2-letter school code at the front of the number be used;
for those NOT on Datatel, the patron birth date with the school code and then MMDDYYYY (i.e., FV06301949) be used. If a library has two patrons with the same birth date, then add 1 or 2 at the end of the birth date (i.e.: FV0630194901).
Recognizing that some schools do not use the Alt ID field, it would be a decision concerning the use of the ALT ID at the local Library level.

4. That the conversion to remove the Social Security Numbers from patron records be completed as soon as possible, but not later that the legislation's compliance date of July 1, 2007.

There are also two requests. One for addition to Category 2 of the Patron Record of Community Patron and the second request is to have a new category of Early College user and a profile of Early College.

The Steering Committee discussed the recommendation and made some minor adjustments to the wording (adjusted version shown above).

ACTION: The Steering Committee approved the recommendation above to go into effect immediately. Item 4 of the recommendation gives the time frame for implementation (beginning now, to be completed no later than July 1, 2007).

In regard to the category requests: Due to questions about these, Deborah will do further research and clarification. All colleges are referred to the lists of codes and categories recently reviewed and distributed by the Lending Services Subcommittee. If a code is there that contains the policies and particulars that you need, please do not request a "duplicate" just to get a different name into the list.

♦**New Business:** Cataloging Requests

DISCUSSION: two new descriptions for Item Cat1:

'SPOKEN-CD' for non-musical CDs
'GUIDE' to describe program guides and the like that accompany AV materials.

ACTION: approved

♦**New Business:** Training Objectives

DISCUSSION: creating a set of clear objectives for the individual training workshops that CCLINC supports such as Serials, Cataloging, Reports etc.

ACTION: This item was deferred until the next meeting**.**

Subcommittee Updates:

      Acquisitions: Members of the Acquisitions and Cataloging Subcommittees met jointly to discuss concerns. Minutes of the meeting are available from Tonya Robinson.

      Cataloging: In addition to the joint meeting with acquisitions, the cataloging subcommittee is still working on scheduling joint meetings with other subcommittees whose procedures involve the creation of bib records. Charles and Colleen are researching a problem with the 856 field and how it displays in iLink before the subcommittee proceeds with the URL dead-link cleanup. A telephone meeting is scheduled for Tuesday, Dec. 13 at 2 p.m.

      Lending Services: no report beyond the items in new business

      Media Booking: Peter is conducting a phone survey of the CCLINC libraries regarding Media Booking. The subcommittee will meet again to discuss his findings when the survey is completed.

      Reports: No report since last meeting

      Serials: Agenda item deferred until next Steering Committee meeting.

Next Meeting: January 17, 2006 at 2 p.m.

      Roxanne adjourned the meeting at 4:10 p.m.
      Minutes submitted by Roxanne W. Davenport