CCLINC Steering Committee Minutes

11/06/2007
2:00 – 3:30 p.m.
704-342-9998

Attendees:

Facilitator: **Note taker:**

Libby Stone, Chair   **Roxanne Davenport**

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Pat Sexton (subbing for Suvanida) – present Wake Technical Community College, District I	**Tonya Robinson - present** Brunswick Community College, Acquisitions
Roxanne Davenport - present Pitt Community College, District II	**Emily King - present** Cleveland Community College, Cataloging
Ernest Avery – present Piedmont Community College, District III	**Ciara Healy – resigned** Wake Technical Community College, Media Booking
Renee Dusenbury - absent Central Carolina Community College, District IV	**Deborah Foster – present** Fayetteville Technical Community College, Lending Services
Lynn Gambon - present South Piedmont Community College, District V	**Linda Leighty - absent** Pitt Community College, Reports
Charles Wiggins - present Blue Ridge Community College, District VI	**Allen Mosteller - absent** Cleveland Community College, Serials

Bill Randall, NCCCS LTS representative - absent

Resource Persons:

NCCCS Director of Learning Services Technology **Ruth Bryan** - present
NCCCS Director of Learning Services **Colleen Turnage** -present
CCLINC System Administrator **John Wood** - present

----- Agenda Topic Summary -----

Training update	Ruth Bryan
Request for new bill reason	Libby Stone
Request for new location	Suvanida/Pat Sexton
Overdue Notice headers	Deborah Foster
Request for Item type	Ernest Avery
Subcommittee Reports	

Training   **Ruth Bryan**

Colleen has done Java client cataloging training in the field. Training session have been held at the System Office for Circ, Reports and C client cataloging. Ruth noted that a perpetual problem is that directors sign staff up for training, then either no one shows up, or the "trainee" cancels with Ruth but doesn't tell their director.

In regard to the Java client, Tonya recommended that the libraries NOT use the Java client for Acquisitions since there are some glitches with it. Further discussion brought up a question about the phrase "Copies on order" showing up in iLink, which is causing confusion for patrons. This happens when an acquisitions library does not load their order after receiving it. At any rate, there is a setting that controls whether this phrase displays in iLink, and the Steering Committee voted to direct John to adjust the setting so that the phrase "Copies on order" does NOT appear in iLink. This will have no effect on acquisitions settings in Workflows (either client).

Ruth noted that Surry and CVCC are making progress on attaching their holdings.

There is no news on the new Symphony software product.

REMINDERS (these will appear perpetually until problems cease to arise):

- it is possible to have both the C and the Java clients loaded and active on the same PC;

- Java client users have to request wizard authorizations from John for EACH wizard needed (don't just say "all"!);

- wizard properties have to be set in the Java client, they do not carry over from the C client;

- both clients work with the same database (assuming one is logged in to the same server with both clients);

- it is possible to log both clients in at the same time on the same computer with the same user name and password

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Request for new Bill Reason – LOSTCARD   **Libby Stone**

Libby's request for a new bill reason of LOSTCARD was approved by earlier email vote and is now in the list of options for bill reason.

Overdue Notice headers   **Deborah Foster**

Deborah is working up an email to send to the Directors about new wordings for Overdue notice headers. Deborah noted that complaints have arisen about certain libraries using OCLC for ILL instead of CCLINC. Libby looked up the current ILL policy document and could not find a ruling, but all agreed that this was a central premise of the system. Roxanne noted that this was implied in the ILL policy document in the old Bridges notebook in the statement at the end of the Library holds matrix. It was recommended that the policy be spelled out in the document. Another problem is that libraries are cancelling title holds instead of just not filling them and letting the hold rotate to another school the next day. Schools only cancel others' holds if they are the only/last holder of the item, and they are to contact the requestor. It was recommended that the ILL contacts be emailed a clarification of the policy regarding title- vs- copy-specific holds and the proper procedures to follow.

Request for new Location	**Pat Sexton**

Wake requested a new location for their Current Issues collection. After some discussion about the acronym for the location, Pat motioned and Roxanne seconded that a holdable, non-shadowed Location be added for ISSUES_CUR, with catalog display of "CURRENT ISSUES". The motion passed.

The Date/Time for the next SC meeting is 1/22/08 at 2 pm.

Libby noted that the notice for review of the Cooperative Agreement is to be sent out in this timeframe – she and Ruth will work on getting a letter out.

Acquisitions Subcommittee Report	**Tonya Robinson**

No report. See the caution against using Java for acquisitions in "Training" item above.

Cataloging Subcommittee Report	**Emily King**

No report.

Lending Services Subcommittee Report	**Deborah Foster**

Deborah reported that she is still updating the ILL contacts list and would add the contacts for Surry and Catawba Valley.

Media Booking Subcommittee Report	**No chair**

No report. It was decided to just let the Media Booking chairmanship remain unfilled unless some interest or concern arises from the membership.

Reports Subcommittee Report	**Linda Leighty**

No report.

Serials Subcommittee Report	**Allen Mosteller**

No report.

Ad-hoc Committee Report	**Roxanne Davenport**

No report.