

Minutes  
CCLINC Steering/Implementation Team Meeting  
November 7, 2000  
3:00 p.m.

Present: Roxanne Davenport, Barbara Glick, Debbie Luck, Chris Meister, Raye Oldham, Angela Sox, Linda Stone, Dan Swartout, Luella Teuton, Renee Watson, Susan Williams, John Wood.

Absent: Gretchen Bell, Bob Blackmun, Ruth Bryan, Pam Doyle, Lorraine Krichko, Gloria Sutton

Agenda items:

User categories – Barbara Glick and Susan Williams requested changed in category 1, which presently includes curriculum codes from the common course catalog.

The team agreed that the following item category 2 selections will be duplicated in item category 1: ABE, AHS, ARTS-SCI, BUSINESS, CDE (user will be asked to define), COLL-XFER, COMP-ED, CONSTR-IND, CONT-ED, DISTANCE, DUAL, EARLYCHILD, ESL, GED, HEALTH, HRD, HUMANITIES, HUSKINS, INDUSTRIAL,LAW-ENF, MATH-SCI, REAL.

FIRE-TRNG and COMMUNITY will be new category 1 designations.

All item category 2 designations will remain for demographic uses.

Holds – Holds seem to be working. The question was raised concerning procedures on declining or passing a request. Eric previously recommended that the Steering/Implementation Team look at this issue. The ILL Subcommittee, chaired by Raye Oldham, has compiled and sent to Eric proposed procedures. The subcommittee is awaiting feedback.

Several team members reported that they are emailing the requesting library if unable to fill a request. This is a courteous action so that the requester will not be left waiting.

Holds placed now go the first available library. The radio button defaults to title.

Circulation mailers and library cards – Creative Data Products, a Greenville, South Carolina company, sells library cards, overdue mailers, etc. Angela Sox spoke with a company representative, who offered consortium pricing for these items. Angela will be in touch with the representative concerning pricing, etc. Samples were requested.

Portable Inventory Units – Library Resources issued a purchase order for three units.

Sure Start – Plans are underway to implement Sure Start. Renee Watson, Media Booking Subcommittee chair, reported that Media Booking is scheduled for

November 15 at 10:00 a.m. Dan Swartout, Circulation/Reserves Subcommittee Chair, will schedule Circulation/Reserves for the last week in November. Sure Start is conducted via conference call and Ruth will secure the state network number.

Questions and comments from users:

Carolyn Mercer requested that the Steering/Implementation Team request that Sirsi remove the “hold over” item number and user id number under the checkout and checkin wizards. Luella will discuss this with Carolyn for clarification and request additional information from Eric. This issue will be an agenda item in the future.

Raye Oldham will email instructions for setting properties for printing overdue notices on 8 ½ x 11.

Roxanne Davenport will email instructions for printing labels.

Missing prices – Libraries should report to Ruth local decisions made concerning default pricing. Only six libraries requested that the consortium contract with epixtech to extract the missing data. This was decided not to be cost effective.

Please check to see if you are receiving second, third, and final overdue notices.

Subcommittee report –

Acquisitions – No report

Bridges Manual – No report

Cataloging – Debbie Luck reported that a memo is ready to send concerning SMARTPORT and add title. The memo will be mailed to CCLINC directors.

Circulation/Reserves – No report

Interlibrary Loan – See Raye’s comments

Serials – There was no report. Lorraine Krichko announced her withdrawal as chair of this subcommittee. A new chairperson is needed.

The next conference call meeting is November 21<sup>st</sup> at 3:00 p.m.