

Minutes of the CCLINC Steering Committee Meeting  
Taken by: Debbie Luck & Kathy Martin  
May 8, 2001  
3:00 pm via conference call

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Present: Chris Meister, Dan Swartout, Debbie Luck, Gerry O'Neill, Gloria Sutton, John Wood, Kathy Martin, Libby Stone, Pam Doyle, Raye Oldham, Renee Watson, Ruth Bryan, Stephen Hawkins

Absent: Bob Blackmun, Gretchen Bell, Luella Teuton, Mario Ramos, Roxanne Davenport, Susan Williams

*A special thanks to Debbie Luck for taking the minutes.*

### **Subcommittee Updates**

#### Acquisitions Subcommittee Update (Libby Stone)

As a follow-up to acquisitions help, Pam Doyle reported that there are plans for three one-day workshops for all community college libraries. The tentative dates are June 5 – 7. Cleveland, Central Carolina, and one college in the east yet to be determined will host the workshops. Half of the workshop will include instruction from LRS while the other half will include information provided by libraries that have, in the past, done their own acquisitions work. Pam also mentioned that she is talking with vendors about attending and presenting information about their services. In order to assist libraries with the expenses associated with attending the workshop, Pam said she is trying to obtain grant money to pay some expenses, especially mileage.

The acquisitions subcommittee is also planning to meet as soon as possible and will be sending out a request for an acquisitions contact from each school in order to compile an acquisitions contact sheet.

#### Bridges II Manual Update (Gloria Sutton)

Gloria Sutton reported that she had received some responses from her surveys. She reminded everyone to check the timeline and to email her for an extension if needed. Phase II responses are due May 15. Gloria questioned John Wood concerning copyright issues involved in using published SIRSI procedures. John indicated that he would contact SIRSI concerning this question. Gloria also questioned the need to post library information and committee minutes to the forum. John Wood added that the forum is not public, that it is only available to CCLINC members. Pam Doyle questioned whether the directive to the Bridges II Subcommittee included collecting library information. Discussion followed, and Gloria agreed that she would only include procedures and policies in the manual.

#### Cataloging Subcommittee (Debbie Luck)

No report.

#### Circulation Subcommittee (Dan Swartout)

Dan Swartout reported that this subcommittee would meet Friday (May 11) at Wake Technical Community College at 10:00 a.m. The subcommittee will work on policies and procedures that will be brought back to the Steering Committee for approval.

*The minutes to that circulation subcommittee meeting have been included as an addendum. Please see Addendum A.*

#### Interlibrary Loan Subcommittee (Raye Oldham)

In response to the question concerning a way to set up to track videos sent between satellite campuses, John Wood said that he is looking into this. He mentioned that staff could override holds at the circulation desk. Raye Oldham added that staff could place holds if the item is checked out regardless of the fact that the item is not holdable. Raye Oldham reported that the subcommittee has completed a mailing list of subcommittee members and ILL contacts. Procedures documents previously completed will need to be revised due to the upgrade. They will then be sent to the Steering Committee for approval.

*The minutes to the last ILL subcommittee meeting have been included as an addendum. Please see Addendum B.*

#### Media Booking Subcommittee (Renee Watson)

Renee Watson reported that she is working on a mailing list of media booking participants and subcommittee members. There are 15-20 libraries that are interested in using media booking. Renee said that the first inclination was to use a brief record; however, input from the libraries indicates they want to use a full record. Renee questioned Gloria Sutton concerning the number of pages allotted to Media Booking in the Bridges II manual. She said that using screen shots in the procedures would increase the number of pages needed. Gloria Sutton said that additional pages could be added if needed.

The Media Booking Subcommittee is looking for additional members. There are a lot of advantages to being on a committee - you get to know what problems are out there and how people are dealing with them; you get to be among the first to see the helps and guides; you get to know the module a little bit better than everyone else. All you need to do to join is get permission from your library director and contact Renee Watson.

#### Serials Subcommittee (Mario Ramos)

No report as Mario was on vacation.

#### Training Subcommittee (Gretchen Bell)

No report as Gretchen was absent; however, Ruth Bryan reported that Reports training was close to being full.

#### **WorkFlows Issues**

*SureStart sessions:* So far, there have been six SureStart sessions: Media Booking, Circulation/Reserves/ILL, Acquisitions, Cataloging, Serials, and Inventory. There has been a request for another session on Media Booking. Ruth Bryan pointed out that a portion of the first session had been used to determine that the test server had not been updated to accommodate the session; therefore, much time was wasted. The Steering Committee agreed to allow another Media Booking session, and Ruth said she would check on setting it up. Other possible sessions included

acquisitions, serials, and reports. There are 4 remaining SureStart sessions. If you have an idea for one of the remaining SureStart sessions, please contact the Steering Representative committee for your LRA district, the appropriate Subcommittee chair, or Kathy Martin (kmartin@pcc.pitt.cc.nc.us).

*Process Long Overdue Items report:* John Wood suggested that running this report be put off until fall because of decisions that need to be made and because the IPEDS report is due in the fall. John said that there need to be decisions made concerning when to begin global deletes and that the cataloging subcommittee probably needs to make that recommendation. He said that it is currently password protected, but staff can look at it without running the report. The Steering Committee decided to refer the question concerning when to begin global deletes to the cataloging subcommittee. John indicated that it is possible for him to do a global change on items that are long overdue, and that individual libraries should contact him concerning this.

*SmartPort preferences:*

John Wood reported there is no way to change this prior to the next upgrade. He stressed that everyone should use “verify options.” Debbie Luck stated that libraries have always been encouraged to use this option and should continue to do so. She also stated that our appreciation should be expressed to Roxanne Davenport for uncovering this problem.

*Upgrade:*

The Steering Committee agreed that the upgrade went smoothly. John requested that the libraries send in their Wizard requests. He said he had received 22 library requests, and those have been handled.

### **WebCat Issues**

*Pull down menu:*

There has been a request to place the “bridge indexed” libraries in the same place on the menu as the individual campus libraries so that they are all in alphabetical order. John Wood reported that this cannot be done and that the group libraries must be listed first. John also reported that the menu has been fixed for everyone so that the pull down menu is not off the screen. He also said that he can set CCLINC so that all group libraries can be set as a default search and that he should be contacted if interested.

### **Other Business**

There has been a request for CCLINC to collectively purchase the MARC records now available for netLibrary titles and have them loaded into the catalog. Kathy Martin questioned whether we have the money. This was referred to the cataloging subcommittee for consideration.

### **Next Meeting & CCLINC Agreement**

The Steering Committee continued to review and revise the CCLINC agreement. The next Steering Committee meeting will be agenda-less and focus specifically on the CCLINC agreement. It will be held Thursday, May 17 at 1:00 pm.

## **Addendum A**

### **MINUTES: CCLINC CIRCULATION COMMITTEE**

Taken by: Linda Leighty

11 May 2001

#### Present:

Dan Swartout, Chair (Director of Libraries, Edgecombe Community College)

Dorothy Burress (Media/Coordinator, Edgecombe Community College)

Carol Hall (Reference Librarian, Randolph Community College)

Robert James (Library Director, Wake Technical Community College)

Linda Leighty (Director of Learning Technologies, Pitt Community College)

Ruby Perryman (Library Technical Assistant, Randolph Community College)

#### Absent:

Dot Elledge (Coordinator of Library Services, Wayne Community College)

Lynn Gambon (Librarian, South Piedmont Community College)

Raye Oldham (Circulation Services Supervisor, Sandhills Community College)

Dan Swartout called the meeting to order at 10:10 a.m.

The committee devised a purpose statement:

The circulation committee discusses and addresses matters that concern processes, procedures, and policies of circulation, reserves, inventory, and related reports as they relate to CCLINC.

The committee decided to revise the existing circulation training aids so that they reflect changes in WorkFlows 2000, to include new wizards on the circulation tool bar (excluding those dealing with in-transit items), and to have these ready for Bridges II as soon as possible. Specifically, Dorothy Burress will work on reserves, asking Sandy Perry at Sandhills for assistance. Linda Leighty will work on those that Pitt previously prepared. The inventory instructions will be ready as soon as Ruth Bryan and John Wood correct a slight problem with the software.

Dan Swartout will send to each library director a request for the names of the individuals at each library who are responsible for circulation, reserves, and inventory. These lists will be made available to the CCLINC librarians.

Dan will also ask the library directors to identify any problems they are currently having with overdue notices, circulation statistic reports, and any additional concerns about circulation, reserves, or inventory.

The committee will meet again, via telephone conference call, near the end of June.

## **Addendum B**

### **ILL SUBCOMMITTEE MEETING MINUTES April 25, 2001**

#### **1. Discuss/approve the CCLINC ILL Policies**

- It was suggested that we replace the term “LRC’s” everywhere it appears in the document with “libraries”.
- The 3<sup>rd</sup> paragraph in the Introduction says “ILL Committee” and should read “ILL SubCommittee”.
- In the CCLINC ILL Participant List it was suggested that we add “Backup Contact”.
- In the HOLDS section the holds limits need to be listed.
- In Steps for Processing ILL’s, under Pulling Items from the Shelf, 2.c. we will change this wording to match number 3. under Steps for Passing on a Hold.
- Under Pulling Items from the Shelf, 3. the Trap a Hold steps will be modified to correctly reflect the changes resulting from the Upgrade.
- Under Receiving Items this are may be modified to correctly reflect any changes resulting from the Upgrade.
- Under Canceling a Hold that is Available, 2<sup>nd</sup> paragraph will be modified to correctly reflect the changes resulting from the Upgrade.

Raye hopes to make these changes by May 9 and will send them as a Word document via e-mail to the committee members. We will comment on the changes via e-mail and determine at that time if there is enough discussion needed that would warrant another conference call. Upon ILL SubCommittee approval, the CCLINC ILL Policies will be submitted to the CCLINC Steering Committee for their approval and recommendation for inclusion in the Bridges II Manual.

#### **2. A resignation**

Susan Eavey from Cape Fear has resigned her position on the CCLINC ILL Subcommittee.

#### **3. Should we seek more members?**

No. Everyone is satisfied with the current number.

*4. A request was presented to our committee to survey the CCLINC libraries to see which ones are using OCLC in preference to CCLINC holds.*

We discussed this request and don’t see it as something that would provide information that would be of any benefit to our committee. Raye will explain this to the party that requested it and suggest that they pursue it if they still want the information; or they may want to approach the Steering Committee if they believe the results would be of benefit to CCLINC as a whole.

#### **5. Next meeting date and time.....**

This has not yet been decided. We will wait to see if we need to meet again regarding the CCLINC ILL Policies. If that is not necessary, we will plan to meet again in 3-4 months and we will continue to meet on that schedule unless an urgent issue requires an earlier meeting.