Minutes of the CCLINC Steering Committee Meeting
Taken by: Raye Oldham
July 9, 2001
2:00 p.m. via conference call

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                  Set Date/Time for Next Meeting
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Present: Debbie Luck, Gerry O'Neill, Gloria Sutton, John Wood, Kathy Martin, Libby
Stone, Luella Teuton, Mario Ramos, Pam Doyle, Raye Oldham, Renee Watson, Roxanne
Davenport, Ruth Bryan, Stephen Hawkins.

Absent: Bob Blackmun, Chris Meister, Dan Swartout, Gretchen Bell, Susan Williams.

There was an announcement to the group that Brenda Rogers has retired and Saundra
Williams is now in that position.

Next Meeting Date/Time
August 1 at 2:00 p.m.

Follow Up and New Business
It was agreed that, effective immediately, Subcommittee chairs will be asked to submit
their updates in writing prior to Steering Committee meetings. The updates will be sent
out with the agenda for review. Any items that warrant discussion will be included in the
minutes, otherwise the updates will be sent out as attachments to the Steering Committee
Meeting Minutes.

A question was asked about whether the word "unavailable" could be changed or
removed from the status of an item to avoid patron confusion. John said this is
something that is hard-coded and buried deeply in the system so it cannot be changed.

A question was raised about what the agenda should include for the CCLINC User's
meeting at DLA. To assist in planning, Kathy Martin will send out a message asking
who is going and what topics they would like included at the meeting.

There was discussion about the Sirsi Roundtable Discussion scheduled on Friday at DLA.
Raye spoke to Myra about that session and Myra said that because she only had 1 person
say they would participate, she will cancel that part of the schedule. She will try to re-
schedule in the fall.

John Wood asked for authorization to set up the configuration settings in Thelma that
have been available since the Unicorn 2000 upgrade with regard to group policies. This
would allow 2 library by library settings: the ability to view other school records but not

make any changes and/or the ability to only view your own school records. This applies ONLY to acquisitions, bills, serials and user records. It does <u>not</u> apply to item records. The Steering Committee approved this request so that they can safely test the upgraded settings.

SubCommittee Updates

When any Subcommittee submits procedures or other documentation to be shared with CCLINC members, please include the following in a header or footer: the creator's name (individual or committee if a group effort), the date, the school/committee of the creator.

<u>Acquisitions Subcommittee Update</u> (Libby Stone)

Libby writes, "The subcommittee met on July 3 and tested the acquisitions procedures. Everyone agreed that the procedures were clear and easy to follow. " They have been submitted to the Steering Committee for approval. The subcommittee would like them finalized ASAP so that they can hand them out at their Acquisitions workshop on July 24.

Libby also writes, "There are some minor cosmetic changes that will be made to the document (cropping, making sure print screens are on the same page as instructions, etc.) from things we discovered in the meeting, but nothing that will affect the actual procedures. We may also change a few things after the SureStart Session, but we don't anticipate that there will be major changes.

I have contacted the chair of the cataloging subcommittee with a question about properties for Add Brief Title. Once we have approval from their committee, we will include these in the procedures. Our subcommittee is recommending that acquisitions users not use SmartPort for order records at this time, so procedures for that are not needed."

The Steering Committee approved the acquisitions procedures with the understanding that minor changes/updates will be made, as needed. The procedures will be distributed at the Acquisitons workshop on July 24.

<u>Bridges II Manual Update</u> (Gloria Sutton)

Gloria reported that she is still waiting for some library profiles and she will make follow-up calls to obtain them. There is a temporary committee that will be formed called the Bridges II Subcommittee to determine the contents and organization of the Bridges II Manual.

<u>Cataloging Subcommittee Update</u> (Debbie Luck)

"Based on the attendance at the Roadshow sessions, there should be at least 1or 2 printed copies of those documents (the Roxanne's Roadshow Worksheets) at every CCLINC library… everybody on the Steering Committee either has their own printed copy or has a staff member with a copy. The Cataloging Committee has already endorsed them, at least for training purposes, so there probably won't be much need to wordsmith 'em. I still think they should be modified somewhat (since they are currently oriented to live training) in order to go into the Bridges manual. It's up to the committee to decide what they want to do as far as distribution."

The Cataloging Subcommittee is in discussion on several items, but requests the approval of their procedures by the Steering Committee with the understanding that minor changes/updates will be made, as needed.

The Steering Committee approved the cataloging procedures as requested.

Circulation Subcommittee Update (Dan Swartout)

The Circulation Subcommittee has finished their Inventory Procedures and Report Basics. The Inventory procedures are not the original ones submitted by the Circulation Subcommittee, but the updated version. Linda Leighty had sent them to Ruth and John for review and they made a couple of changes/clarifications.

The Steering Committee approved the inventory procedures and report basics with the understanding that minor changes/updates will be made, as needed. They will now be submitted to Gloria Sutton for inclusion in the Bridges policy manual.

Interlibrary Loan Subcommittee Update (Raye Oldham)

The policies and procedures are ready for Steering Committee approval and will be presented for review prior to the next meeting.

Media Booking Subcommittee Update (Renee Watson)

Nothing new to report at this time.

Serials Subcommittee Update (Mario Ramos)

They will send documents prior to the next meeting for review. The committee is working on some policy issues.

Training Subcommittee Update (Gretchen Bell)

Gretchen Bell was unable to attend.