

## May 16, 2023 CCLINC Steering Committee Meeting – Minutes

Time: 2:00pm

### **Steering Committee Members**

**Hollie Johnson (Wake Tech CC)** – Steering Committee Chair

**Alicia Hartley (Caldwell CC)** Steering Committee Vice-Chair

**Teresa Frohock (Rockingham CC)** Past Steering Committee Chair

**Vacant** Cataloging/Serials Subcommittee Chair

**Lisa Dees (Wake Tech CC)** Lending Services Subcommittee Chair

**Amber Jacks (Caldwell CC)** - Reference/Instruction Subcommittee Chair

**Jennifer Mincey (Wake Tech CC)** – Reports Subcommittee Chair

**Hollie Johnson (Wake Tech CC)** – Training Subcommittee Chair

**Shirley Outlaw (Albemarle)** District 1 Representative

**Vacant** District 2 Representative

**Jenny Thomas (Randolph CC)** District 3 Representative

**Megan Williams (Fayetteville Tech CC)** District 4 Representative

**Dana Glauner (South Piedmont CC)** District 5 Representative

**Alicia Hartley (Caldwell CC)** District 6 Representative

**Colleen Turnage (NCCCS)** Director of Library Services

**Drew McNaughton\*** SirsiDynix System Administrator

**Kathy Davis\* (NCCCS)** Associate Vice President, Distance Learning Technologies

**Vacant** \*CCCLA Representative

*\*Non-voting member*

### **OLD BUSINESS**

- I. **Cooperative Agreement**— *[For the full background, please reference the October 18, 2022 minutes]*. No action has been taken. Hollie Johnson will talk with Kathy Davis to get an update about this issue.
- II. **Best practices for inventory.** Colleen (NCCCS, Director of Library Services) created a Blue Cloud clean up report. Jennifer Mincey will update and share inventory best practices documents. More information to come.

## NEW BUSINESS

- I. The “Things to Know about CCLINC” document on the Library Services web page needs to be updated. It will be taken down from the website temporarily. The Steering Committee will review and revise this document to reflect current policies and procedures. The Cataloging section will be the first section under review.
  
- II. Cataloging/Serials Subcommittee-
  - a. Subcommittee chair position is vacant. Hollie Johnson (Steering Committee Chair) will send another email request for volunteers to lead this subcommittee.
  - b. The recommendation of the Cataloging Subcommittee to add a new item type was approved. A new item type LEASED will be added.
  - c. The committee discussed the options for making other items non-holdable. Currently there are several campuses that have ILL policy guidelines about not lending certain items. They are listed on the ILL contact sheet distributed by Lisa Dees (Lending Services). Drew McNaughton explained that the item type does not define if an item is holdable. The item's location defines if it is holdable. He can use a specific item type to create a Hold\_Map entry so that the item is never holdable, regardless of what location it is in. This was done for the LEASED items at Randolph.

Contact Drew to discuss options for a Hold\_Map entry specific to your campus library that would make certain items non-holdable for all Users.

### ***District and Subcommittee Reports***

**District 1—Shirley Outlaw** – No report

**District 2— vacant**

**District 3—Jenny Thomas:** No report

**District 4—Megan Williams:** No report

**District 5—Dana Glauner:** No report

**District 6—Alicia Hartley:** No report

**Lending Services – Lisa Dees:** No report

**Cataloging/Serials – vacant** – see new business.

**Reports—Jennifer Mincey:** A reminder for campuses to set reports to run late at night. After 10 PM please.

**Reference/Instruction—Amber Jacks:** No report

**Training – vacant**

**Ad hoc committee on the DELETEME Process:** No report.

Next meeting: Tuesday June 20<sup>th</sup> 2PM

Meeting adjourned: 3:05 p.m.