

Time: 2pm Meeting via WebEx.

Attendees

1 George Strawley , present Steering Committee Chair	9 Amy Gustavson , present District 4 Representative
2 Tim Hunter , present Reports Subcommittee Chair	10 Vacant District 5 Representative
3 Emily Von Pfahl , present Cataloging/Serials Subcommittee Chair	11 Rachel McLean , absent District 6 Representative
4 David Wright , present Lending Services Subcommittee Chair	12 Ali Norvell , present Reference Services Representative
5 Julia Mielish , absent Training Subcommittee	13 Colleen Turnage , present Director of Library Services
6 Melanie Gnau , present District 1 Representative	14 John Wood* , absent System Administrator
7 Mark King , absent District 2 Representative	15 Wanda Barker* , present Exec. Director of eLearning and Learning Technology Systems
8 Ernest Avery , present District 3 Representative	In attendance: Helen Colevins, NCCCS Technical Services Librarian <i>*Non-voting member</i>

I. Old Business

- a. SaaS Migration Update.
 - i. Colleen has not heard back about the contract. The contract is still with Sirsi’s legal team. Wanda: Z. (Zuanarda Causey) said that “We should have the staff contract wrapped up this week.”
- b. Cooperative Agreement 2014-15.
 - i. Status update: The Cooperative Agreement is still with legal.
 - ii. Membership fee: Attached e-mail confirms that the entire consortium can join for \$100 without incurring unexpected costs.

Wanda said she would support funding for the membership from her budget.

- iii. Conference funding: Wanda has not heard from Finance because they're busy with House/Senate budget announcements. Will update committee.
- c. Display of NC LIVE ebook records / 856 fields
 - i. Emily could not get to the survey. George: Survey results show that "Get the e-book" had the most support from those who answered. Almost everyone wanted the wording to remain consistent throughout the catalog. However after further discussion, it was decided that "Get the e-book" would create complications because some links would not go directly to e-books.
 - ii. Emily: She had a problem with accessing and batch loading school-purchased eBooks. Her school uses EZ Proxy. Discussion tabled until John returns from vacation.
 - iii. UNT Health Science catalog has multiple entries to access multiple eBook collections. Ex. "Full text online" v. "Foundations of AAMC History digital collection." John can make these changes. Colleen offered to check on how much work this requires. Can use consulting hours for this type of customization. However, some committee members felt that using the names of individual digital collections could confuse users.
 - iv. George provided some background on the issue for new members: NC LIVE wants CCLINC to add 30,000 purchased eBooks to the collection, not subscription books that can change.
 - v. Action: Use "Click to Access eBook" link with an underline. Moved by David, seconded by Emily. Approved unanimously. George will ask John to make updates.
- d. Batch loading of NC Live ebook records
 - i. See above.
- e. OCLC uploads
 - i. Colleen: John sends electronic files monthly to OCLC to update the holdings for the libraries. Unfortunately, those files have not been updated. Surry has not had OCLC updates in a while. We need to check this issue for all CCLINC colleges. It's possible that it hasn't been updated because we didn't have a contract with OCLC until 3 weeks ago.
 - ii. David: Colleen, please contact someone at OCLC. John said everything showed up as being done but it didn't show up in WorldCat. Sounds like they uploaded them but didn't make them public.

- iii. Action: CCLINC Libraries need to check their holdings to make sure that titles are being uploaded to OCLC/Worldcat. If they're not there, please contact Colleen ASAP and she can run a report.
- iv. Colleen: There may be a problem with multiple indexing methods via OCLC's Worldcat.

II. New Business

- a. Request for new home locations (Item appended below)
 - i. George: Two home locations were requested by Southeastern Community College for the A.R. Ammons Collection and the Richard F. Burkhardt Collection.
 - ii. George sent them the same questions as he sent to Roanoke-Chowan Community College last month.
 - iii. David: Libraries should use the public note in the catalog record instead of having 50 unique collections. We use a shared catalog and these unique collections create clutter.
 - iv. George asked that the request be tabled until next month so that he can get a reply from Southeastern.
- b. Emily noted misunderstandings about how holds work at CCLINC libraries. She's received requests from other libraries asking her to remove her hold because they won't circulate an item. Suggestion: There needs to be an educational push to remind people on how the system holds work.
 - i. David: The Lending Services Committee noted that part of the problem is with turnover in staff. They sent out the revised and updated procedures last summer. The procedures address the holds issue. Are they aware of these procedures? People don't seem to read the updated procedures. Emily: There's a similar issue with not reading cataloging procedures.
 - ii. Discussion took place on issues related to removing a hold without a book being placed on hold. This is usually a result of human error but it can sometimes be a technical issue.
 - iii. Action: Cathy Campbell or David Wright will send out the new procedural information and try to update the contact list.
 - iv. George: Maybe we need a new employee class or a small poster on CCLINC procedures.
- c. David Wright: John Wood can change whether a location is holdable or non-holdable. That causes a lot of misunderstandings in libraries throughout the system because the school can make the decision themselves.
 - i. Emily: There are problems because a title can be in multiple locations. Sometimes those locations circulate and sometimes they

don't. Her suggestion is for schools that don't circulate those titles to ignore the hold and let it go to the next school. New Books and YA are not holdable locations.

- ii. Action: Ask John to clarify the confusion about holdable v. non-holdable locations.

III. Subcommittee and District Reports

- a. Lending Services - David Wright
 - i. Report delivered earlier in the meeting.
- b. Cataloging/Serials – Emily von Pfahl
 - i. George: Welcome to Emily, our new Cataloging/Serials subcommittee chair!
 - ii. Emily: The committee hasn't met yet and they need more people because they only have 5 members. Suggestion: Ask new CCLINC members.
 - iii. Plans:
 - 1) An Inventory Survey will help CCLINC determine how many CCLINC schools do inventory each year. Inventorying helps to find tiny mistakes.
 - 2) There are 4,000 missing books. We need policy on how to resolve missing and lost items in the catalog.
 - 3) George reviewed a few issues that have been outstanding during the time that the subcommittee was dormant: Equipment policy needed.
 - 4) George: Do we need an eBook policy? We have an eBook policy but it needs to be updated. One challenge is that we purchase eBooks but the titles change often. It's hard to keep up. Also, the catalog is not a federated search. For example, there is interest in putting Films on Demand in the catalog. However, the catalog won't let you search by film segment while FoD does. Establish a policy basing the decision on whether to accept a specific e-book collection on the vendor's policy regarding the frequency of additions and deletions. Which ones can we reasonably catalog?
 - iv. Committee Volunteers: Deborah Joyner from Caldwell and Helen Colevins have volunteered for the subcommittee.
 - v. Action: George and Emily will work together to make further Cataloging Subcommittee plans.
- c. Reports - Tim Hunter – No report
- d. Training – Julia Mielish – No report
- e. NCCCS Library Services Advisory Council – Julia Mielish – not present

- i.* George: I was not at meeting but I know they're working hard on the director's institute next month.

IV. Other News

- a. David reminded committee that it needed to vote on Mitchell CC's application to join CCLINC.
 - i.* David moved to accept the Mitchell application, seconded by Emily; unanimously passed.
 - ii.* Welcome to CCLINC, Mitchell Community College!

Meeting adjourned at 3:02pm

Attachments

ITEM 1: Southeastern CC requests two new home locations

From: Carolyn Blackwell [mailto:carolyn132948@sccnc.edu]
Sent: Monday, June 16, 2014 8:56 AM
To: Colleen Turnage
Subject: Task List: Need New Home Location for Cataloging Material
Importance: High

Colleen,

Our library is in the process of adding (2) two new categories to our existing Special Collection and we need 2 (two) new home locations for them as we catalog the material. I've listed the new collections below:

- **A.R. Ammons Collection**
- **Richard F. Burkhardt Collection**

I thank you in advance for taking care to this matter.

Carol B.

--

Carolyn Blackwell
Library Assistant
Southeastern Community College
P.O. Box 151
Whiteville,NC 28472
 [\(910\) 642-7141, ext. 304](tel:(910)642-7141)
Fax: [\(910\) 642-4513](tel:(910)642-4513)
carolyn.blackwell@sccnc.edu

Please be advised that electronic mail becomes a "public record" when sent or received as part of normal business processes according to North Carolina General Statutes Â§121 2(8) and Â§132 1.

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Act and shall be disclosed to third parties when required by Chapter 132 of the North Carolina General Statutes.