JUNE 21, 2022 CCLINC Steering Committee Meeting – Minutes
Time: 2:00pm

Steering Committee Members
Teresa Frohock (Rockingham CC) Steering Committee Chair
Alicia Hartley (Caldwell CC) Steering Committee Vice-Chair
B.J. Thompson (Central Carolina CC) Past Steering Committee Chair
Stephanie Bowers (Pitt CC) 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
Mary Anne Caudle (Martin CC) District 1 Representative
Stephanie Bowers (Pitt CC) District 2 Representative
Jenny Thomas (Randolph CC) District 3 Representative
B.J. Thompson (Central Carolina 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) Director of Distance Learning and Change Management
Touger Vang* (Montgomery CC) CCCLA Representative
*Non-voting member

Unable to attend: BJ Thompson (Central Carolina CC), Mary Anne Caudle (Martin CC), and Kathy Davis (NCCCS)

Minutes for the 5/17/22 meeting were approved by e-mail and posted on the NCCCS website and OpenNCCC

OLD BUSINESS

I.   **Cooperative Agreement—** Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and former Gaston CC Public Services Librarian, Libby Stone, will be meeting with Cheryl Kaminski, Associate Legal Counsel for the System Office, on October 26 to finish going over the Cooperative Agreement so that it can be sent out to Directors and Presidents for signing.

   October 26, 2020: At the meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being "cancelled" per, former SVP and CIO, Jim Parker.

November 16, 2020: Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and Libby Stone (former Gaston CC Public Services Librarian) met with Jim Parker (former SVP and CIO) and Kathy Davis Monday, November 16 to discuss the "cancelling" of the Cooperative Agreement.

Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and Libby Stone (former Gaston CC Public Services Librarian) will be meeting with Cheryl and Kathy Davis to go over the Cooperative Agreement once more on December.

Outcomes of the meeting with Jim Parker (former SVP and CIO):
- We have permission from Jim (former SVP and CIO) to finish revising the Cooperative Agreement with Cheryl.
- Jim (former SVP and CIO) would like Joel Ferdon (Stanly CC) or another representative from the CCLINC Steering Committee—most likely Staci Wilson (Catawba Valley CC) or Libby (former Gaston CC Public Services Librarian)—to sit on the Enterprise Resource Planning (ERP) team at the System Office that includes other representatives from his area. This is a huge win for our consortium and, Joel Ferdon (Stanly CC) hopes, will allow us stronger communication with the SO and the ability to voice issues we have.

December 2, 2020: Staci Wilson (Catawba Valley CC), Joel Ferdon (Stanly CC), and former Gaston CC Public Services Librarian, Libby Stone met with Cheryl Kaminski, Associate Legal Counsel for the System Office, and Kathy Davis. Cheryl made the group aware that she was very involved in other projects at the time and did not have time to review the Cooperative Agreement. Another date would be set in the future to go over potential changes and updates to the document. Both Kathy and Cheryl voiced their desire to a) encourage non-CCLINC libraries to join CCLINC, and b) that the Steering Committee should work to recruit new voices who have not previously been associated with the committee. Another reminder was given that the System Office is responsible for the contracting and payment of the ILS and subsequently the overall prerogative for the consortium.

February 16, 2021: No new contact.

May 25, 2021: Colleen last heard that the current Cooperative Agreement will stay in effect.

Per Kathy Davis—revising the Cooperative Agreement is on hold while legal wraps up EOY efforts. Follow back up with Cheryl K. in a month.

June 21, 2022 updates / follow-up: None

II. **CCLINC privacy statement/policy.** —*Liza Palmer (Brunswick) I am wondering whether CCLINC has a privacy statement/policy that details what information about users is stored, for how long, etc.? If not, could the Steering Committee*

consider crafting one that all member libraries could point toward?

Due to the lack of time, this item was not addressed during the February meeting. I found a couple of sources that you may look at prior to the meeting if you wish: ALA Library Privacy Checklist https://www.ala.org/advocacy/privacy/checklists/OPAC and sample privacy policy: https://www.nypl.org/help/about-nypl/legal-notices/privacy-policy

Background: Several issues were discussed regarding the privacy statement, the most important of which was whether a privacy statement was needed for the consortium since many colleges have their own privacy statements on their college websites. It was also suggested that any potential privacy statement be run by the system office legal team. Due to the number of items on the agenda, Drew offered to send Teresa the SirsiDynix white paper, and Teresa will come up with a sample privacy statement. The committee agreed to move this item to the May agenda.

Update: RCC was hit with a ransomware attack during the first week of May, so Teresa has been unable to access a lot of her files. She is requesting that we move this item to the July agenda.

III. **Summon added the filter option of "Physical Books in Library Catalog" so they could separate physical books from eBooks in results. Currently, it appears as if that results list is almost the same as the filter "NC Community Colleges Shared Book Catalog."**
   —Mary Anne Caudle (Martin CC)

March 25, 2022: Lindsey Leonhard, ExLibris support, stated the following: *"I think the filter is working as designed, but possibly the records themselves may need an update (but there was a recent update, so that surprises me) or possibly a mapping issues is causing this. I'm working at pinning it down, but it is going to take a bit more time. I will keep you posted!"*

June 21, 2022: *Mary Anne (Martin CC District 1 Representative) touched base with Joel Ferdon (Stanly CC) and Lindsay Leonhard at ExLibris regarding the issue. Leonhard gave Mary Anne the following information:*

The Items at My Institution Facet is designed such that it returns any records where the institution value is either the one specified in the Summon Administration Console OR the Institution field is blank (999$m). When that facet and the print books facet are applied, you are seeing all records with print book format that are either Martin or no value. In the case of the CCLINC catalog, it appears that there may be many records that have a blank institution value. To demonstrate:
When I load the search from your example using Items at My Institution, I see 909 results: https://martincc.summon.serialssolutions.com/#!/search?ho=t&include.ft.matches=f&myinst=Martin&l=en&q=nursing&print.books.only=true

When I push the institution value into the URL in a manner to exclude any blank values, I can see that only 114 of those books have Martin as a location –the difference

are records that have a blank institution value: https://martincc.summon.serialssolutions.com/#!/search?ho=t&include.ft.matches=f&myinst=Martin&l=en&q=nursing&print.books.only=true

There are two options to resolve the issue:
1. Those records with blank 999$m can have a value added in the catalog record and then the revised records can be uploaded to Summon.
2. We can circumvent the issue by mapping Summon to push a (generic) value in the Institution field whenever the 999$m is blank, so every record has one institution value.

The second is probably the easiest/quick solution. To do the second, the CCLINC catalog admin would need to be in touch with us (our content team) to authorize that change. I can facilitate that conversation, if needed.

A secondary issue I found when testing was that many of the problematic records have bib IDs/links that lead to a not found error in the catalog. Given there was a recent full load, it seems likely that some suppressed or deprecated records were sent in the last full load in February 2022.

From the information provided by ExLibris, this appears to be an issue for Drew and his team, which is something he can update us on as his team makes progress.

Update: *[Teresa (Rockingham CC, Steering Committee Chair) got with Drew (SirsiDynix System Administrator) via email after the Steering Committee meeting for clarification on this section, and she is paraphrasing, and in some places outright plagiarizing him, because she wants the minutes be perfectly clear.]*

The issue with ProQuest/Summon is that ProQuest/Summon and SirsiDynix speak two separate languages. This is complicated by the fact that ProQuest/Summon's IT support limits their interaction with Drew, because they view SirsiDynix as a competing vendor, making it difficult for him to help us with their tools, which is why he must rely on us to communicate the information to and from ProQuest/Summon. It's important that we understand these two separate languages so we clearly communicate between Drew and ProQuest/Summon.

In hopes of simplifying this conversation, ProQuest/Summon support gave us two options:

1. Provide a 999 field when sending information.
2. Provide them with an institution code they can add for items with no institution information.

The 999 field that ProQuest/Summon relies on is a system-generated tag that carries local holdings information for various vendors. 9xx fields are local fields not defined by MARC21 but they carry MARC information between different systems in the bibliographic records.

Drew does send items to ProQuest/Summon with a 999 field included but since some of those items don't have or later lose that information, Drew suggested that we follow the suggestion that ProQuest/Summon gives us in option 2, and add the NCCCS institution code to items with no institution.

Drew is now passing a 999 field to ProQuest/Summon with local holdings information. ProQuest/Summon will add the NCCCS institution value to any items that do not have an institutional code in the 999 fields. Drew's understanding is we won't need to do anything beyond providing them with our preferred solution for items that do not have an institution code.

IV.   SirsiDynix System Upgrade
- Production server - July 25th

District and Subcommittee Reports

District 1—Mary Anne Caudle: absent

District 2—Stephanie Bowers: District 2 had an in-person luncheon and in-person/virtual presentation on June 14 at Craven CC on "VR in CC Libraries," given by Wendy White and team (they're a great resource to keep in mind for VR questions). Tentative plans are for a virtual meeting in the fall.

District 3—Jenny Thomas: District 3 is meeting on Monday June 27th. The meeting is being hosted by Surry Community College and has both virtual and in-person options for attending. Library Instruction and SACS-COC Accreditation are on the agenda.

District 4—BJ Thompson: No report

District 5—Dana Glauner: No report

District 6—Alicia Hartley: No report

Lending Services – Lisa Dees: No report

Cataloging/Serials – Stephanie Bowers: No report

Reports—Jennifer Mincey: We received an email asking which reports should be running in June/July. In addition to the reports shared the IPEDS email chain from last summer and the "Best Practices for Running Cataloging Reports" document. Thank you to Colleen for sharing the release notes for Symphony 3.7.0 and 3.7.1. There is a section in the 3.7.0 notes that gives us

hope that Bib reports should be running faster after the update. With that said, everyone should still be scheduling these reports to run overnight and not during operating hours.

Reference/Instruction—Amber Jacks: No report

Training—Hollie Johnson: No report

Next meeting will be July 19, 2022

Meeting adjourned at 2:38 p.m.