CCLINC Steering committee meeting minutes January 16, 2024

<u>Steering Committee Members</u>

Hollie Johnson (Wake Tech CC) Steering Committee Chair
Vacant - Steering Committee Vice-Chair
Sharon Hedgepeth (Gaston CC) Cataloging/Serials Subcommittee Chair
Lisa Dees (Wake Tech CC) Lending Services Subcommittee Chair
Vacant- Reference/Instruction Subcommittee Chair
Jennifer Mincey (Wake Tech CC) Reports Subcommittee Chair
Vacant – 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
Vacant - District 6 Representative
Birch Barnes (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

Meeting called to order at 2:04 PM

<u>New Business</u>

I.   November 2023 minutes

Hollie Johnson moves to approve November 2023 minutes. Jennifer Mincey seconds the motion. Aye votes tallied. Motion approved. A PDF version will be sent to Birch Barnes to post on the NC Colleges website.

II.   Sirsi system settings and saving user history and new Parental rights law -Birch Barnes

At the end of December Kathy and I talked with the systems office attorney about the new law passed by the NC congress. The decision was made to turn on the borrowing history for all users at all the schools. One part of the law says that a parent has the right to look at the borrowing history of their unemancipated minor. Many of our colleges have agreements with high schools to attend classes at a college campus. This is why we are discussing this issue. The decision to turn on all user history data to maintain compliance with the new law was

discussed at the last library community meeting. I asked that people not request to turn off their history until after they listened to the guest speaker, our office attorney. Since then, I have had some schools to ask to have the borrowing history turned off.

Many people had questions after her presentation, and the answer she gave when she answered all the questions that people asked always came back to. "This is a decision for your school leadership." She recommended that your college president and attorney be involved with any decision that is made about the library borrowing histories.

If you want to have your library's borrowing history turned off, then I need an email from your library director sent to me that says, "I want my library's borrowing history turned off." Then I will pass on that request to the SirsiDynix System Administrator.

As you build your records or if your built records have the date of birth field completed, we can accommodate the request to turn history on just for underage patrons.

After the borrowing history was set to all charges on December 15, 2023, when new patrons are added, it now gives the option to turn the history on or off. That field was not available when history was not being saved.

Katherine Davis added:

We are doing this not to be invasive into any students privacy.
I want you to understand that, but because this state law was passed and it began it, it went into effect in December. We did this to cover our colleges from a legal standpoint, not to impose anything on you.

We weren't sure if there would be parents testing this law right off the bat.
But all of the colleges have MU's with their local LEA's, with the local schools for any of their early college career and college promise. Any of our dual enrollment courses or yes courses and schools. I imagine language in these IMOs is going to be adjusted because of course this parents Bill of Rights also applies to your local public high schools as well.
And I remember Towanda saying that most likely, the parent would go to the school system first and then come to the college. But in the event they come to the college and request something, you do have a number of days to respond.

We just wanted you to know, we're not telling you what to do.
Towanda said that numerous times during our discussion the other day; that she is not recommending a course of action, we're merely presenting information so that you can make an informed decision at your college about how your college will implement this new law.

This law does supersede other laws that are currently on the books.
Not that this one will not be tweaked, but here in the system office, because this is the system contract, we felt we needed to protect you and have the information available should you need it.

III.   Deleteme process update – Hollie Johnson

The Deletme subcommittee was created to find a solution to the problems with the current delete me process. The current process has a lot of issues, and it was created in house.

A group of people volunteered their time and got together to work on this issue. We have been methodically working through this to find a better solution.

One problem was that this policy had nothing officially written down or recorded. We could not locate any official documents that outlined this policy. So, it led to a lot of the colleges doing very different things to delete items from their collections.

The process also made things more complicated for SirsiDynix to actually purge items from the system.

It also had a lot of stress attached to it because the former director liked to run it at a specific time during the year. There were a lot of questions and confusion about when it was ok to delete items. One of the goals of the subcommittee was to eliminate that stress and uncertainty.

We spent the past year working and the subcommittee came to an agreement about the way we think that the consortium should move forward regarding deleted items and purging them from the system.

Last year, there was a document circulated explaining the SirsiDynix way of deleting items. It was a detailed 12 page document. Unfortunately for a lot of people, it was intimidating and confusing; especially for those who didn't work with reports. One of the goals of the subcommittee was to try and find a way to make the SirsiDynix process more approachable and easier.

The new set of instructions the subcommittee created are much shorter, more direct, and easier to follow. The new process directions are only ½ page. It's three steps.

Staff select DISCARD as a user and then start checking out items they want to remove from the collection, and again there will be a simplified document showing this with screenshots.

If there is a bill attached to the item or it is still on reserve, an error message will pop up. This is one of the positive changes because in the past when we used DELETEME, errors were not identified.

The best part of the revised process is that library staff will not have to run any of the DISCARD reports. Our SirsiDynix administrator will run the needed reports and supply information about the number of discarded items to each library.

Another great feature is that there will not be time restrictions. Library staff can use the new discard process at any point in the year. No more confusing blackout dates.

The key to this new process will be the first step - the meeting with Drew to set up the DISCARD profiles. Each library needs to decide internally about how many DISCARD profiles they need. Single campus libraries only need one. But multi campus libraries need to discuss and decide if they want separate profiles for each of their locations. Separate location profiles would enable data to be unique to each location. A single profile on a multi campus library would combine all of their data about discarded items together.

The launch date for the new process would be on July 1, 2024. This is the start of the new fiscal year. Waiting until July 1 allows time for the libraries to meet with Drew and let him know how many profiles they need.

Communication:

All of this information will be sent to the library directors through an email from our NCCCS Director of Library Services, Birch Barnes. The steering committee district reps do not have to contact their directors about this.

I will write a draft of the email letter and send it to Steering Committee members for review. Once it is approved, I will pass it on to Birch so he can send it to the directors with the instructions.

We want it to be clear and to make sure that everybody understands that this has been a steering committee process and a steering committee recommended decision. That it's not a systems office decision. The systems office isn't forcing this on the consortium by any means.

A few weeks after the director's email, Birch will send out a second email with the information and directions to all of the active consortium users.

Jennifer made a really good suggestion that each institution should create their own internal policy document for training purposes and add it to their policy and procedures manual. It should include the name of their DISCARD user profiles in addition to the simplified 3 step directions.

A motion to approve this new way of managing the removal of items and stop using the old inhouse Deleteme way starting on July 1, 2024 was put forward by the CCLINC Steering Committee Chair.

The motion was seconded. 8 votes for approval. Motion passed.

IV.   The last item on the agenda will be pushed to next month's meeting.

Meeting adjourned at 3:15 PM.