

## CCLINC Steering Committee

### Minutes

10/25/2011

2:05 – 3:40 p.m.

### *Major Issues*

- 1. New training committee-volunteers will be needed.*
- 2. Z39.50 portal access granted to Credo Reference.*
- 3. New Ad Hoc Committee to create an intellectual policy statement.*

### *I. Attendees*

1 <b>Julia Mielish</b> present Steering Committee Chair	8 <b>Ernest Avery</b> , present District 3 Representative
2 <b>Libby Stone</b> , present Past Chair	9 <b>Renee Dusenbury</b> , present District 4 Representative
3 <b>Lisa Shores</b> , present Reports Subcommittee Chair	10 <b>Erin Allen</b> , present District 5 Representative
4 <b>Sharon Hedgepeth</b> , absent Cataloging/Serials Subcommittee Chair	11 <b>Linda Kressel</b> , present District 6 Representative
5 <b>Deborah Foster</b> , present Lending Services Subcommittee Chair	12 <b>Dave Trudeau</b> , present CCCLA Representative
6 <b>George Strawley</b> , present District 1 Representative	13 <b>Colleen Turnage</b> , present Director of Learning Service Technologies
7 <b>Mark King</b> , absent	14 <b>John Wood</b> , present

Meeting called to order at 2:05pm

### **Agenda**

Old Business  
New Business  
Subcommittee Reports  
Other News

### **IV New Business**

Due to Libby having to leave early for another meeting, the committee brought forward some new business that she wanted to address.

1. **Hold**s – Confusion about the Unfilled Holds process. There has been a request through the Steering Committee to rewrite the procedure for notification of unfilled hold. There is confusion within the field regarding whether a hold will time out and be sent to another library. We should probably get this clarified and further state that an item that can't be filled should temporarily be marked missing so that the request can be sent on to the next library. This will be addressed by Libby.

The discussion started with clarifying with John about whether the holds automatically revert to another owning library. John says that no, they don't automatically but it does occur on certain occasions. There was discussion about whether it is possible to adjust the holds and make a customizable report, but that is not possible either. Julia suggested that libraries mark the books as missing and that will automatically refer them on to the next library, but Libby stated that her library's processes wouldn't allow that. Deborah stated that better communication might help, so Colleen suggested they start a Learn Central Group. This was completed and is now called the NCCCS CCLINC ILL Group.

Libby brought up the issue of adjusting and adding more detail to the procedures that were originally approved by the Steering Committee in March. This was referred back to the Lending services committee.

### **III. Old Business**

1. **Learn Central Group** – Members were reminded to join Learn Central in order to facilitate communications and passing along of information in between meetings.

Alt ID search switch – John informed us that despite many hours working with Sirsi Dynix, they were unable to make the Search Alt ID work. The combined index for ID and alt ID works, but it is only accessible from the index pull down list you get to from one of the helpers, and could not be substituted for the initial screen you see when starting a wizard such as the checkout wizard. So, the request could not be met. Julia stated she would contact the requesting library.

2. **New subcommittees** – This issue was tabled at the last meeting.

Julia brought up the desire to add new subcommittees to represent reference and instructional services and training. With many new library staff and new directors on board, a new training system through Sirsi Dynix and the significantly reduced System Office staff, training of staff will fall to the field. Additionally, Sirsi Dynix offered the consortium, 30 paid spots in their Mentor Training. Julia suggested that by having a committee made up of people from across the districts, the training spots could be used by those members in a train the trainer method and those people could then train the field. Linda Kressel stated that travel funds in the western part of the state are very slim and that this group should also be responsible for creating online training. The group agreed and there was some discussion on what types of online training existed.

Deborah motioned to create a training committee, Linda Kressal seconded, all were in favor, none opposed.

3. **Update on the issues with Sirsi Dynix. / Ad Hoc update**

The Ad Hoc committee received approval from NCCCLRA to be a group, with the caveat that a non-CCLINC member join the group. A survey was sent and completed by the non CCLINC libraries to ascertain why they are not part of the system. Two directors indicated interest in help and Jason Setzer was selected to participate. Since some of the discussions of the committee involve contract issues which are by nature proprietary, the group discussed what conversation Jason will and will not participate in. The group also met by phone and in person with Sonia Brown, the Library Relations Manager. Sonia reiterated that Sirsi Dynix are eager to keep us as customers. The group spoke to her about the possibility of working on the contract for this next year to include expanding the servers from the hardware here in Raleigh to Cloud based servers provided by Sirsi Dynix. This is called Software as a Service (SAS). John reported in the meeting that the servers are running at 85% capacity and with the addition of two new libraries(see new business), we will be close to our limit. The potential offering of moving to a SAS system will allow the consortium unlimited title holdings.

#### ***IV. New Business***

2. **Z39.50 access** – A request has been made to authorize Z39.50 access to subscribers of Credo Reference.

Credo Reference has the ability to embed the CCLINC catalog search from within their topic pages. So when a student does a search on a topic, they will be able to available titles in the library. John spoke about how the Z39.50 portal is already open, but in previous policies the SC chose not to provide the portal access to requesting companies. When the issue came up in the past, there was concern that our servers and the network may not be able to handle the extra connections without impacting on our main functions, so that is why the decision was made to not open up that access to the outside. We currently average around 750 open connections at a time and John feels that the servers can handle to access from Credo. He suggested that we limit the number of connections to 100 for the first time around. Deborah asked how many schools this would affect and a list of nine schools was provided. George asked if John would be able to observe the activity to see if their usage is draining the response time of regular users, but that is not possible. If slowdowns do start to occur, that number can be reduced. If they don't, we could also increase the number if needed. There was discussion at which time Dave Trudeau mentioned that we need to remember that we are here to serve the students and this is the kind of service that the students want to see.

A motion was made by George to open 100 connections for Credo Reference. Seconded by Erin Allen, all were in favor, none opposed.

### 3. New Schools

Two new schools have requested information on joining CCLINC, Caldwell and Carteret. The contract has been reviewed by legal counsel and purchasing and is currently awaiting response from Sirsi Dynix. Both schools are excited to join and will be bringing a combined total of 120,000 titles to the consortium.

### 4. Requests for help from Julia

- a. To find a cloud-based free database program to allow us to catalog the past ten years worth of SC minutes and make them searchable and available through the CCLINC Pages and Learn Central. George suggested that we look at placing them in the NCLOR, some discussion was raised and George said he would look in to it. If it is possible, Julia will contact Jonathan Sweetin. Renee Dusenbury also shared a suggested product by email and that will be looked at also.
- b. To create a list of all the librarians through CCLINC. Lisa agreed to help with this. Some discussion was held over what information was needed and whether it needed to include people who are classified as librarians

but do not hold a Masters. Doesn't matter, we just need a list to mimic what was previously available in the Groupwise Master lists.

## ***V. Subcommittee and District Reports***

Lending Services- Deborah will be conducting training on December 2<sup>nd</sup> at Pitt Community College. She is working on a new list of ILL contacts that will be distributed soon.

Cataloging/Serials- The cataloging subcommittee met in August and sent forth the following recommendations to the subcommittee; to create an intellectual policy and copyright statement for the consortium, create a collection development policy. Upon reviewing the history of these issues, the group wishes to remind all directors that the catalog was not created with the intention of cataloging furniture, office supplies and other non library materials. Should any director run in to problems with this issue, they should be able to refer to the Cooperative Agreement which states, "**Collection Development** Colleges recognize their responsibilities to continue to develop their local collections of adequate and readily accessible *library* resources and services."

Due to some materials being received for cataloging that had questionable provenance, the committee recommended that the Steering Committee create a policy for copyrighted and intellectual policy. This was discussed and Lisa Shores mentioned that she and two other staff members had recently attended three days of training as it is a big issue on their campus. It was decided to create an Ad Hoc Committee to discuss and create an intellectual property statement. The motion was made by Lisa Shores, seconded by Ernest Avery. All in favor and none opposed. Lisa and Ernest both agreed to serve on the committee. More volunteers will be needed.

Reports-Lisa Shores No report

## ***VI. Other News***

None

Meeting was adjourned at 3:40. The next meeting will be held once we know the launch date for the new upgrade.