

**CCLINC Steering Committee  
Meeting  
Conference Call  
Wednesday, December 10, 2003**

**Facilitator: Libby Stone, Chair**

**Attendees:**

	Terri Holston	District I Representative
<input checked="" type="checkbox"/>	Linda Leighty	District II Representative.
<input checked="" type="checkbox"/>	Ernest Avery	District III Representative
<input checked="" type="checkbox"/>	Renee Watson Dusenbury	District IV Representative
<input checked="" type="checkbox"/>	Dr. Harry Cooke	District V Representative
<input checked="" type="checkbox"/>	Charles Wiggins	District VI Representative
	Teresa Wehrli	Acquisitions Subcommittee Chair
<input checked="" type="checkbox"/>	Sharon Day-Lowe	Cataloging Subcommittee Chair
	(vacant)	Lending Services Subcommittee Chair
<input checked="" type="checkbox"/>	Peter Kracunas	Media Booking Subcommittee Chair
	Linda Kressal	Serials Subcommittee Chair
	Dr. Bill Randall	Learning Technology Services & IIPS Representative
<input checked="" type="checkbox"/>	John Wood	CCLINC/Sirsi System Administrator
<input checked="" type="checkbox"/>	Ruth Bryan	Coordinator of Learning Services Technologies
<input checked="" type="checkbox"/>	Roxanne Davenport	Coordinator of Learning Services

Libby Stone called the meeting to order at 2:05 and greeted members.

## **OLD BUSINESS**

### **◆ Old Business: Lending Services Committee**

**DISCUSSION:** Several people are interested in participating on the new Lending Services Subcommittee, but no one has yet agreed to be the chair.

**CONCLUSION:** If no one steps forward to chair the subcommittee, the position will be left vacant, with no representative for the Steering Committee for reserves, circulation or interlibrary loan.

**ACTION:** After the meeting, Ruth Bryan sent out another e-mail to the new members imploring someone to volunteer to chair the subcommittee. As of Dec. 12, Stephanie Carter from Vance Granville CC agreed to be the new chair. Thank you, Stephanie!!

## NEW BUSINESS

### ◆ New Business: Holds Etiquette

Someone from one of the colleges submitted the following request to the Steering Committee: "We have had a couple of instances lately where one of our students placed a hold on a book at another library. The hold was altered in some way at their end (such as being unable to find the book and changing the loc to missing or canceling the hold), but we were never notified. Our students were still waiting for the book to be shipped. We could have placed a hold with another library if we had known. Could you please ask that ILL staff be gently reminded about the critical need for communication? It also might not be a bad idea to "re-explain" the difference in title vs. copy hold."

**DISCUSSION:** John explained that if a title-level hold is placed on a book on a record with multiple volumes, changing the item to missing will allow the hold to be automatically "passed" to another college on the next morning's holds list; of course a copy specific hold will not be automatically passed, and the hold will then need to be placed on another item.

**CONCLUSION:** If a hold is cancelled under any circumstances, the borrowing library should be notified.

**ACTION:** Appropriate staff should be reminded to follow interlibrary loan procedures as outlined in CCLINC documentation, which can be found on the NCCCS website at [http://www.ncccs.cc.nc.us/Library\\_Resources/CCLINC.htm](http://www.ncccs.cc.nc.us/Library_Resources/CCLINC.htm). Communication between library staff via e-mail or telephone is crucial.

### ◆ New Business: Extraction of records

**DISCUSSION:** The Literacy Resource Center at the system office currently has approximately 1,000 titles in the CCLINC database. Those records will be extracted because of staffing problems and lack of funds.

### ◆ New Business: In-transit items

One of the libraries submitted the following question: "Is there a procedure for items that have been in-transit for a long period of time?"

**DISCUSSION:** According to the CCLINC Interlibrary Loan Policies, the borrowing library is responsible for the replacement cost of "items not returned after 60 days." There is no provision for items that have been in-transit and never received.

**CONCLUSION:** Each institution should check the "What's in Transit" wizard on a regular basis and run a report to list items in transit from their institution to other libraries.

**ACTION:** Each institution should monitor their items and follow procedures to check in items properly and in a timely fashion. Contact the owning/borrowing library and change status of items to accurately reflect the current location of all items.

◆ **New Business: Shadowing**

One of the libraries submitted the following: "Periodically, I run a report to list items shadowed at the title level. Only equipment should be shadowed at the title level; all other items should be shadowed at the copy level."

**DISCUSSION:** The cataloging subcommittee is working on procedures for reports.

**CONCLUSION:** In January, catalogers will have the procedures needed for running reports and cleaning up records.

**ACTION:** Catalogers at each institution should check titles carefully when downloading or adding copies to be sure records are not shadowed at title level.

◆ **New Business: Media Booking**

Request from Cleveland to allow booking for students

**DISCUSSION:** Booking is currently limited to faculty and staff in Workflows. Cleveland would like to be able to book videos for students. Some colleges do not allow students to check out videos. Changing the student profile to allow booking would be a global change. Booking works in the same manner as regular circ rules: the profile has to allow bookings, and the item can only be booked for patrons allowed to check out that item.

**CONCLUSION:** There are only a few colleges using the media booking function.

**ACTION:** The issue is tabled until there is more interest.

◆ **New Business: Subrelease for Unicorn 2002**

**DISCUSSION:** The current subrelease includes several corrections and "fixes", but no major changes.

**ACTION:** The test server (Thelma) will be upgraded Dec. 16. The subrelease will go "live" on Thursday, Dec. 18. WorkFlows and WebCat will be unavailable for about a half-day.

**ANNOUNCEMENT:** The LRA Conference will be held July 14 and 15, 2004 in Sanford. Dr. Harry Cooke and the conference planning committee are still looking for some good programs, presenters and a speaker. Any suggestions are welcome! Also, if you have any ideas for vendors you would like to see at the conference, please send names and addresses (including e-mail) to Dr. Cooke.

◆ **Next Meeting:** Libby Stone will arrange a telephone conference call for the next meeting of the Steering Committee on Wed, Jan 14, 2004, at 2:00 pm

Libby Stone adjourned the meeting at 3:05pm

◆ **Minutes Submitted by Libby Stone**

## **SUB COMMITTEE UPDATES:**

◆ **Acquisitions Subcommittee Update** – The subcommittee met on Dec. 8 to discuss acquisitions and cataloging issues and ideas for the LRA conference. Acquisitions training was held at the system office on Dec. 2 and was very successful. Teresa Wehrli, Chair, will contact Roxanne Davenport and John Wood with questions about procedures and reports.

◆ **Cataloging Subcommittee Update** - Sharon Day-Lowe, Chair, reported that the cataloging subcommittee voted to have cataloging jam sessions beginning after the first of the year. These sessions will be held every other month for approximately one hour via conference call. Catalogers and other interested staff are encouraged to call in to discuss the topic of the day. Sharon hopes to use this as a way to open up the lines of communication!!

◆ **Lending Services Subcommittee Update** - NO UPDATE

◆ **Media Booking Subcommittee Update** – NO UPDATE

◆ **Serials Subcommittee Update** – NO UPDATE