

Minutes of the CCLINC Steering Committee Meeting
Taken by: Kathy Martin
June 11, 2001
2:00 pm via conference call

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Present: Bob Blackmun, Dan Swartout, Gerry O'Neill, John Wood, Kathy Martin, Luella Teuton, Raye Oldham, Renee Watson, Ruth Bryan, Stephen Hawkins

Absent: Chris Meister, Debbie Luck, Gloria Sutton, Gretchen Bell, Libby Stone, Mario Ramos, Pam Doyle, Roxanne Davenport, Susan Williams

Subcommittee Updates

Acquisitions Subcommittee Update (Libby Stone)

Libby Stone is on vacation this week. We hope she's having a great time - she sent in the following update:

Hello everyone!

I have created an e-mail group of CCLINC Acquisitions Contacts. I will share this list with you as soon as I can get directions for doing so. Does anyone out there know how to attach a group list as a nab file on an e-mail message? (*Note from Kathy: this has since been taken care of, thanks to Raye Oldham for helping Libby.*)

Most of you attended one of the workshops Pam Doyle conducted this week. As was probably mentioned then, we are planning to have a hands-on workshop on using the Acquisitions module in WorkFlows on July 24 at Fayetteville Tech, providing there are enough of you interested. (The 24th is the day before the Distance Learning Conference begins).

The workshop will be similar to Roxanne's Roadshow in that I and possibly other members from the acquisitions subcommittee will be doing the instructing. There will not be a trainer from SIRSI. I have been using the acquisitions module for about 8 months now. The acquisitions subcommittee has developed procedures for using the module; we are currently reviewing those now, and are planning to submit them to the steering committee for approval soon. Those procedures should be available to you at the workshop in July.

The tentative schedule for this workshop is 9:00 a.m. to 4:00 p.m. What I would like to do is review the acquisitions process, then have practice exercises in Thelma creating funds, vendors, placing orders, printing purchase orders, receiving and invoicing.

If you are interested in attending a workshop on July 24 to learn how to use the acquisitions module, please respond to me by June 15. I will send out more details when I have a list of those who would like to participate.

Thank you!

Libby Stone, chair
CCLINC Acquisitions Subcommittee
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It was also noted that the acquisitions workshops held the first week in June went very, very well. Several schools attended and many came with people from their purchasing offices, indicating an excellent team approach in dealing with acquisitions.

Furthermore, Acquisitions will be having a SureStart session later this month.

Bridges II Manual Update (Gloria Sutton)

Gloria was unable to attend the meeting. Ruth Bryan reported that she has sent Gloria some information from Sirsi to include in the upcoming *Bridges* manual.

Cataloging Subcommittee (Debbie Luck)
Debbie was unable to attend the meeting.

Circulation Subcommittee (Dan Swartout)
Dan has sent out a resource list to the subcommittee members for review. Dorothy Burress and Sandy Perry are working on "How-to's" for Reserves and how to handle materials that are not owned by the library as well as materials that are owned by the library. Linda Leighty is working on "How-to's" for circulation reports.

Interlibrary Loan Subcommittee (Raye Oldham)
Raye reported that the subcommittee has completed their policies and procedures and are doing a final review, after which they will be sent to the Steering Committee for approval. The Steering Committee feels that the ILL Subcommittee should have a party! Party! To celebrate their accomplishment. Great job, y'all!

Media Booking Subcommittee (Renee Watson)
Media Booking had a successful SureStart session with Kim from Sirsi. Renee is going to write it all up and distribute it. A couple of the points are that the subcommittee will be getting together with John Wood to discuss what things need to be global and what other folks who have Sirsi do, as well as the possibility of making a location "room." The subcommittee has found a template under "Add Brief Title" to help them enter records. They had discussed having generic items like "VCR," etc., but the nature of audio-visual equipment does not lend itself to this. They left Kim with a few questions, and she will be getting back to them with answer. Furthermore, the subcommittee is continuing to work on the information for the *Bridges* manual.

Serials Subcommittee (Mario Ramos)
Mario was unable to attend the meeting.

Training Subcommittee (Gretchen Bell)
Gretchen was unable to attend the meeting.

Set date/time for next meeting

The next Steering Committee meeting will be Wednesday, June 27 at 2:00 pm.

Follow up

Thanks to John Wood for finding out the following information about Sirsi and their copyright. We can re-use things that Sirsi has published in their documents and helps as long as their copyright is reproduced, and we do it within limitations. The software covers the use and reuse for internal documentation that will only be distributed within the CCLINC libraries. Should materials containing Sirsi's copyrighted material be placed online in the future, it would have to be on a secure site that was password protected and only accessible to the CCLINC libraries.

CCLINC Agreement

The Steering Committee made it's next-to-last review on the CCLINC Cooperative Agreement and added a "How to Join" clause as well as a "How to Exit" clause. It has been distributed to library directors of all the CCLINC colleges for their questions, comments, and suggestions, which will be taken into consideration when the Steering Committee meets again. Once the agreement is finished, it will be distributed to the library director's in order for them to obtain the appropriate signatures.