

Minutes
Steering/Implementation Team Meeting
December 12, 2000
3:00 p.m.

Present: Bob Blackmun, Pam Doyle, Debbie Luck, Kathy Martin, Raye Oldham, Mario Ramos, Angela Sox, Linda Stone, Dan Swartout, Luella Teuton, Rene Watson

Absent: Gretchen Bell, Ruth Bryan, Roxanne Davenport, Barbara Glick, Chris Meister, Gloria Sutton, Susan Williams, John Wood

Discussion began with questions on customization of the WebCat – how much can we do locally and what must be done globally. Suggestions were as follows: under the User Services button, is all of the information requested needed?; when placing a hold, user should be instructed to search for title first; userid field should be changed to barcode number. Ruth will verify if customization concerns have been forwarded as action items.

Questions should be emailed to Eric and copied to Ruth. If answers received do not seem adequate or detailed enough, please make sure Ruth knows. She needs our feedback. If Eric receives the same question several times, detailed answers should be posted on the forum. Eric has answered some of our questions in his weekly updates.

At the Instructors' Conference held in October, Dr. Brenda Rogers suggested that the System Office could hire a consultant to study Library Resources and their services to the colleges to identify where we are going in the future and what we need. Because of the System Office's budget reversion, the consultant will be hired in July or August 2001. During the interim period, a "mini self-study" will be conducted to identify our needs. This item will appear on the next agenda and related issues involve committee representation, CCCLA involvement, and NCCCLRA involvement.

LRA District II made the following recommendations to the Steering/Implementation Committee:

- each subcommittee, as part of its official duties, issue procedures for common functions
- issue a prompt and clear alert when libraries might create problems using or misusing Unicorn software features
- Bridges II manual include both the procedures and alerts.

The Steering/Implementation Committee approved the following:

- When libraries encounter a problem through using or misusing Unicorn software features, they will notify the appropriate subcommittee chair. The subcommittee chair will either then reply or disseminate the information to CCLINC so that all the libraries will benefit from the knowledge.
- Bridges II manual will not include the alerts. It will be left up to each individual library to decide how to handle them, but should the alerts lead to a necessary alteration in procedures, those procedures will be updated.

AGENDA ITEMS

1. User categories – Ruth emailed the complete list on December 5, 2000. Requests for new categories should be submitted to the Steering/Implementation Committee for review.
2. Sure Start – Dan and Raye reported that the circulation session went well. The “expert” was well-prepared, focused and on-track. Circulation is considered completed unless another session is warranted by additional questions. Materials booking also went well. Eight sessions remain. We pick the topics and Sirsi schedules them. Serials will be next for Sure Start. Mario is working on procedures and will have the serials-related questions in to Ruth by January 12. Acquisition will be next. WebCat customization will probably be next. Instead of forming another subcommittee, it was suggested that those interested local system administrators would attend this session.
3. PINS cannot be eliminated globally since some schools use them. If a school wants them out of any user profiles (other than the one their staff logins are in) they can notify Eric and he can ask Sirsi to eliminate them.

In regards to ILL, it was noted that all libraries are not fully cooperating according to agreed upon procedures, especially the commitment to running the PULLONSHELF report daily and filling the requests. Universal Groupwise access may be a problem so all directors need to check with the campus systems administrators to ensure that library staff are receiving needed information. Training may be another issue and additional sessions may be required. Needs should be identified and regional training planned if necessary.

“Leftover” topics – The data well issue (remember last barcode) can be turned off or on a global basis. The last barcode will still be available as “current user.”

Ruth will follow-up with Eric on our concern on the template for “registering a new user.”

Committee Reports:

Acquisitions – none

Bridges – none

Cataloging – Debbie Luck, Cataloging Subcommittee Chair, reported that there has been a question from one of the libraries concerning the use of OCLC to produce bib records for loading into the CCLINC database.

Because of the policy prohibiting dataloads that would duplicate existing bibs and compromise the integrity of our database, she stated that a decision will need to be made concerning the use of OCLC records. Bob Blackmun suggested that the Cataloging Subcommittee investigate this and make a recommendation to the Steering/Implementation Committee.

Circulation and Reserves – Be sure and discharge a title before placing it in the location of LOST.

Interlibrary loan – Following the Sure Start session, Raye learned that uniform loan periods are not possible. ILL infosheets will be coming very soon.

Media Booking – none

Serials – Mario is preparing the questions for Sure Start.

Our next meeting is scheduled for Tuesday, January 9 at 3:00 p.m.