

Minutes of the CCLINC Steering Committee Meeting
Taken by: Kathy Martin
October 15, 2001
10:00 am via conference call

Attached:

- CCLINC Steering Committee Contact List - Updated
- Updated ILL Subcommittee Contacts List
- Updated ILL Subcommittee GroupWise Contact List

Decisions:

- Do schools need "permission" from the Steering Committee to withdraw from the consortium? In short, no. (See "CCLINC Cooperative Agreement Update" for more information)
- No more altering of other people's acquisitions!! (See "Acquisitions Subcommittee minutes" for more information).
- Changes in library staff that handle CCLINC ILL's?? Let Raye Oldham, ILL Subcommittee Chair, know so that she can update the lists and notify the other CCLINC ILL contacts (See "ILL Subcommittee Minutes" for more information & current updates).

News:

- Debbie Luck has resigned as chair of the Cataloging Subcommittee. Thanks, Debbie for all of your excellent work!

In this issue:

- CCLINC Cooperative Agreement Update
- New Business/Follow Up
- Subcommittee Updates

Present:

Ann Whitehurst, Currently organizing the Serials Subcommittee
Bob Blackmun, Associate VP for Information Resources and Technology
Dan Swartout, Circulation/Reserves Subcommittee Chair
John Wood, Sirsi SA
Kathy Martin, Steering Committee Chair
Libby Stone, Acquisitions Subcommittee Chair
Pam Doyle, Director NCCCS LRS
Raye Oldham, Interlibrary Loan Subcommittee Chair
Renee Watson, Media Booking Chair
Roxanne Davenport, NCCCS Coord. Of Library Info.
Ruth Bryan, NCCCS Coord. Of Library Information Technology

Absent:

Chris Meister, District V Representative
Gerry O'Neill, District I Representative
Gloria Sutton, Bridges II Editor
Gretchen Bell, Training Subcommittee Chair
Luella Teuton, Past Steering Committee Chair
Stephen Hawkins, District II Representative

Susan Williams, District VI Representative

Next Meeting Date/Time

November 13, 2001 @ 3:00 pm via conference call.

If you have anything that you would like to see on the Steering Committee agenda, please send it to Kathy Martin at: kmartin@pcc.pitt.cc.nc.us, or any member of the CCLINC Steering Committee **by November 8 at the latest**. An updated list of Steering Committee members has been attached.

Update on CCLINC Cooperative Agreement

As of the writing of these minutes, signed cooperative agreements have been received from all colleges except Brunswick, Richmond, and Sandhills. Richmond has sent word that their agreement is on its way. The revised CCLINC agreement, as well as contact list of Steering Committee members was originally sent out July 12, 2001. Follow-up reminders were sent to schools that had not turned in their cooperative agreements on August 3, August 27, and September 22.

The following question was sent in for clarification to the Steering Committee: "Please define the meaning of 'permission' as in the CCLINC cooperative agreement wording that a college must seek permission of the CCLINC steering committee to withdraw from the consortium. Also, does that mean that if the steering committee says no, the college cannot withdraw or that they must continue to pay fees?"

For consultation, this question refers to the "How to Exit" clause in the revised CCLINC agreement that states: "A college considering leaving the consortium should contact the Director of LRS. LRS will obtain a quote for the cost of the extraction or removal of the exiting college's records from the shared database. If the college decides to exit the consortium, it must make a formal proposal, which includes the college's exit date and the method for extracting or removing their data, to the Steering Committee. The proposal must be made at least 90 days prior to the beginning of the fiscal year. Any college wishing to exit after 90 days prior to the beginning of the fiscal year is responsible for their share of the costs for the coming fiscal year. Once the Steering Committee approves the college's proposal to exit, LRS will arrange for the extraction of the college's data from the shared database, at the exiting college's expense. Once a participant has paid, there is no refunding or prorating."

The Steering Committee could not foresee a situation in which they would not approve a college's decision to leave CCLINC. The wording for this clause was discussed, and suggestions were made to clarify the intent (i.e. change "Once the Steering Committee approves the college's proposal to exit" to something like, "Once the Steering Committee receives notification"). The purpose of the Exit Clause was to insure that if a college decided to withdraw from the consortium, the Steering Committee would be aware of it and could plan for it, and if a school made a decision to withdraw at the last minute (before the fiscal year) from the consortium, the other schools in the consortium would not have to bear an unfair financial burden and unexpected expense. Also, since it is a consortium database, the other colleges have a right to know how the records are going to be extracted.

Subcommittee Updates

Acquisitions Subcommittee Update by Libby Stone

The acquisitions subcommittee has not had a chance to meet yet. Linda Stone has been testing fund levels on Thelma. She has discovered that in order to use them to track curriculum expenditures, funds have to be set up for each curriculum, which will amount to a lot of funds. It will more than likely be the recommendation of the committee that users be set up to track curriculum expenditures, allowing the money to be tracked using requestor id's. Some libraries may want to use fund levels for division purchases or to separate state and local funds.

I sent a memo to acquisitions contacts regarding title records in the database with no copies attached. The acquisitions subcommittee recommends that anyone using SmartPort for acquisitions purposes go ahead and add a copy to their record so that other libraries can use that record. Others may also want to practice this, because no other library can add a copy to these records as long as the library who imported the record does not have a copy attached.

The subcommittee plans to have a conference call meeting before the end of October.

John Word, Sirsi SA is making a change to the "edit order" function on Louise - Linda Stone tested this function on Thelma & found that with the changes to the "edit order" function, at you are unable to alter other libraries acquisitions, but if you are a library with branches you can still edit your branches acquisitions.

Cataloging Subcommittee

Debbie Luck has resigned as chair of the Cataloging Subcommittee. She will remain a subcommittee member. Thanks, Debbie for all of your hard work!

The Cataloging Subcommittee needs to choose a new chair. The chair must be chosen from within the existing members of the current subcommittee. In addition to other things, the chair is also responsible for attending Steering Committee meetings and submitting a written subcommittee update to the Steering Committee chair prior to each Steering Committee meeting. If you are currently on the subcommittee and would like to nominate or volunteer to be the subcommittee chair, please contact any member of the Steering Committee.

Circulation/Reserves Subcommittee Update by Dan Swartout

The Circulation Subcommittee sent in "Setting up the reserve toolbar" for inclusion in the Bridges manual to Gloria Sutton. They received a response of thanks from Gloria and confirmation that it will be included.

ILL Subcommittee Update by Raye Oldham

I would like to remind those who have changes in their library staff that handle CCLINC ILL's to please let me know so that I can update the lists and notify the other CCLINC ILL Contacts.

There are 3 changes in CCLINC ILL Contacts to make not of:
Fayetteville -- remove Yolanda Davis, add Patricia Overfelt
Richmond -- remove Michael Cartwright, add Lois Sturdivant
Vance-Granville -- remove Dolores Crichter, add Jessica Harvey

The changes have been included in the updated list of contacts and college addresses. These contacts will be attached to the minutes as Word documents that can be printed for anyone who would like the information. In addition, the updated GroupWise ILL Contacts list will also be attached. This is a nab file and to add it to your GroupWise address book, Right click on the nab, select import, then select the address book you want it to "live" in.

I hope these lists will be helpful when a CCLINC ILL question or concern arises.

Media Booking Subcommittee Update by Renee Watson

The Media Booking Subcommittee is working on their documents for inclusion in the Bridges manual.

Serials Subcommittee Update

The Serials Subcommittee met in Raleigh on October 18 to go over procedures.

Training Subcommittee Update

Gretchen was unable to the meeting as she was in jury duty. Training was discussed. Also brought up was that many committees have designed procedures that have been done and these people are our CCLINC experts. It was suggested, and many people agreed, that it would be more effective for these people to train newcomers to the system as opposed to Sirsi trainers. Training is continuing to be discussed, contact Gretchen Bell with your training needs.