

**CCLINC Steering Committee
Meeting
Conference Call
Wednesday, September 15, 2004**

Facilitator: Ernest Avery, Chair

Attendees:

	Monique Mitchell	District I Representative
<input checked="" type="checkbox"/>	Susan Basnight	District II Representative.
<input checked="" type="checkbox"/>	Debbie Luck	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
<input checked="" type="checkbox"/>	Tonya Robinson	Acquisitions Subcommittee Chair
<input checked="" type="checkbox"/>	Roxanne Davenport	Cataloging Subcommittee Chair
	Stephanie Carter	Lending Services Subcommittee Chair
<input checked="" type="checkbox"/>	Peter Kracunas	Media Booking Subcommittee Chair
<input checked="" type="checkbox"/>	Linda Kressal	Serials Subcommittee Chair
<input checked="" type="checkbox"/>	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
	Vacant	Coordinator of Learning Services

Ernest Avery called the meeting to order at 2:06 and greeted members.

OLD BUSINESS

◆ Old Business: Using OCLC through SmartPORT

DISCUSSION: Roxanne Davenport has created a policies and procedures document entitled "Using OCLC through SmartPORT" and submitted it to the Steering Committee.

CONCLUSION: The document was approved by the Steering Committee as written.

ACTION: Bryan will distribute the OCLC authorization numbers required to access OCLC records to Library Directors. Avery will distribute the document to Cataloging contacts.

◆ **Old Business: Upgrade to Unicorn 2003**

DISCUSSION: John Wood is ready to upgrade to Unicorn 2003. He sought committee decision on whether to accept or reject some new functions offered by the upgrade. Since the upgrade will require the server to be down for an entire day, the Committee discussed the efficacy of performing the upgrade during the Fall break.

CONCLUSION: Committee voted to 1) not to activate 'duplicate use checking' (when adding new users) because some students use more than one library, and 2) accept the 'verify ISBN/ISSN number' function used in cataloging. Anticipated changes appear to be useful.

ACTION: Server will be upgraded to Unicorn 2003 on October 12, 2004.

NEW BUSINESS

New Business: Addition of new location

DISCUSSION: Cleveland requested the addition of a location, Surgical Technology (SURGTECH) to accommodate a special collection created for the limited use of those students. Committee discussed various ways to limit use of materials to designated categories of users.

CONCLUSION: Librarians know best how to serve their individual clients.

ACTION: John will add a new location Surgical Technology (SURGTECH) for use by Cleveland and any other library that may find it useful.

◆ **Next Meeting:** October 20, 2004, at 2:00 pm.

Mr. Avery adjourned the meeting at 2:45pm.

◆ Minutes Submitted by Linda Kressal

SUB COMMITTEE UPDATES:

◆ **Acquisitions Subcommittee Update** – Not yet met

◆ **Cataloging Subcommittee Update** –A successful Cataloguing jam session was conducted during September.

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

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

◆ **Serials Subcommittee Update** – Serials Subcommittee is revising procedures to simplify the entry of serial titles into the database. Revisions will be submitted to the Cataloging Subcommittee for input and then to the Steering Committee for approval before distribution to the membership.