



CCLINC Steering Committee Minutes

11/17/2009
2:00 – 3:10 p.m.

Attendees:

Facilitator:

**Allen Mosteller, Chair
Present**

Note taker:

**Renee Dusenbury
substituted**

Past-Chair Emeritus:

Libby Stone - Present

Learning Technology Systems & IIPS Representative

Dr. Bill Randall, Associate Vice President for Learning Technology - Present

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Gerry O'Neill - Present Wilson Technical Community College, District I	Vacant Acquisitions
Roxanne Davenport -Absent Pitt Community College, District II	Julia Mielish - Present Craven Community College, Cataloging
Ernest Avery -Present Piedmont Community College, District III	Vacant Media Booking
Renee Dusenbury - Present Central Carolina Community College, District IV	Deborah Foster - Present Fayetteville Technical Community College, Lending Services
Karen MacMurray - Present South Piedmont Community College, District V	Linda Leighty - Absent Pitt Community College, Reports
Linda Kressal - Present Tri-County Community College, District VI	Vacant Serials

Resource Persons:

NCCCS Director of Learning Services Technology **Ruth Bryan - Present**

NCCCS Director of Learning Services **Colleen Turnage - Present**

CCLINC System Administrator **John Wood – Present**

IT Security **Jason Godfrey - Present**

----- Agenda Topic Summary -----

Security of Patron Records: Next steps in the
SSN and NCDL incident process.

Jason Godfrey

Timetable for library to purge locations

Deborah Foster

Adding Locations Requests

Rejeanor Scott

Upcoming Versions Symphony/Workflows

John Wood

Subcommittee Reports

Security of Patron Records

Jason Godfrey, IT Security Manager from the system office, addressed the security incident from August 23, 2009. Patrons that had drivers license numbers in their record will be sent a letter as required by NC General Statute 75-5. The system office has agreed to send the letters to the patrons with driver's license numbers. In 2005 when we were asked to remove the social security numbers we were advised by our legal counsel that storing of the drivers license number was okay. However, recently it has also been requested that we remove the driver's license numbers from the patron's record. This policy was passed in our September 30, 2009 Steering Committee meeting.

When the patron data was evaluated, it was discovered that 12 colleges still had social security numbers in the Alt ID field. Patrons that had social security numbers in their record will be sent a letter as required by NC General Statute 75-5. The decision has been made by the system office senior management that colleges that still had social security numbers in the patron record will be asked to send the required letter. The system office (security) will provide these 12 colleges a list of the patron names and addresses along with a sample letter. It has been requested by system office senior management that the letters to the patrons from the system office and the 12 colleges be sent out around the December 23rd time frame. The 12 colleges with social security numbers will be contacted by Jason Godfrey and Ruth. A conference call with more information will take place on Monday, November 23 for those 12 colleges.

Ruth has obtained a quote from Sirsi to delete the driver's license numbers in the driver's license field. . (This will not remove the driver's license numbers in the Alt ID field) Eventually the possibility of entering anything in the DL field or SSN# field will be eliminated by eliminating the field itself.

Again, the social security number and driver's license numbers that are in the Alt ID field will need to be removed manually. (That means one by one). Purging the patron data will help with removing this information. Schools can begin to purge records for this purpose beginning today, November 17th. Just let John know what dates you would like to have purged. Patron with bills and long over dues will not be purged, but only inactive patrons with no fines or over dues. You may specify which patron profiles. (Example: student, non-student, etc.)

Timetable for library to purge locations

Deborah Foster from Fayetteville gave suggestions on purging policies. She suggested records 3 to 5 years back be eliminated. Schools may purge yearly if they desire.

Action:

Deborah moved a maximum of 5 years back be eliminated. Karen seconded. The motion passed.

Adding Locations Requests

Regina Scott requested a home location and item type to be added called "Historic Preservation" so that the items to be cataloged now can be pulled out of the collection and transferred to a new facility when it is ready. John reminded us that these decisions are global and apply to everyone. He needs a policy name of 10 characters or less and a description. Also, he needs to know if the locations are holdable and to be shadowed.

Action: The idea was initially approved but then tabled until the next meeting in order to find out more information from Regina. Motion made by Julia and seconded by Deborah to table until

the next meeting so that the Policy Name, description, shadowing, and is it holdable are defined by Rejeanor.

Julia tabled her request for locations from Catawba Valley Community College. They want to add 4 new locations.

We currently have 180 locations for holds. This makes a drop-down list lengthy and cumbersome. Some locations are vague, such as "Teach/Learn" etc. Some are very similar and could possibly be eliminated with care to notice that some are holdable and some are not.

Upcoming Versions Symphony/Workflows

3.3 is the next version upgrade of the Sirsi Symphony software that has been released. The first sub-release which is 3.3.1 is currently in beta testing does not include the "C" client. The 3.3.1 version sub-release will probably not be released until early spring.

Ruth stated that about 18 schools use the Java client exclusively. Some schools use both the "C" client and Java. While others are still on the "C" client.

The next meeting for the committee is scheduled for Wednesday afternoon, January 27, 2010 at 2:00 PM.

Subcommittee Reports

Acquisitions Subcommittee Report (inactive)

Ad hoc Subcommittee Report

No Report

Roxanne Davenport

Cataloging Subcommittee Report

No Report

Julia Mielish

Lending Services Subcommittee Report

Deborah Foster

Deborah brought up a few problems that have developed in the lending services area. One is a question concerning some libraries not filling requests for holds that appears to be in violation of the consortium agreement. They state that their students need the materials more. Another problem is when schools remove holds on books they cannot fulfill without letting the borrowing library know with the unfulfilled form so they can move the hold to another school. She stated she would send these schools a memo stating CCLINC consortia obligation on ILL policy in order to encourage the schools to do the right thing. Each member school's president did sign the agreement. If they then still do not comply we will escalate issue with the next step in the process.

Media Booking Subcommittee Report (inactive)

Reports Subcommittee Report

No Report

Linda Leighty

Serials Subcommittee Report (inactive)

