



CCLINC Steering Committee

Minutes

3/19/2008

1:37 – 2:30 p.m.

919-250-4221

Attendees:

Facilitator:

Libby Stone, Chair

Note taker:

Roxanne Davenport

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Pat Sexton for Suvanida Duangudom – present Wake Technical Community College, District I	Tonya Robinson - absent Brunswick Community College, Acquisitions
Roxanne Davenport - present Pitt Community College, District II	Emily King - present Cleveland Community College, Cataloging
Ernest Avery – present Piedmont Community College, District III	Ciara Healy – resigned Wake Technical Community College, Media Booking
Renee Dusenbury - present Central Carolina Community College, District IV	Deborah Foster – present Fayetteville Technical Community College, Lending Services
Lynn Gambon - absent South Piedmont Community College, District V	Linda Leighty - present Pitt Community College, Reports
Charles Wiggins - absent Blue Ridge Community College, District VI	Allen Mosteller - absent Cleveland Community College, Serials

Bill Randall, NCCCS LTS representative - absent

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

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

Training Update Ruth Bryan/John Wood

Upgrade for Thelma John Wood

Viewing reports with Excel procedure Linda Leighty

Overdue notice headers Deborah Foster

Cataloging procedures Emily King

Request for new location (Durham_CH)

Public patron/placing holds

Request for new i-type “3-day” Renee Dusenbury

Subcommittee Reports

Training Update**Ruth Bryan**

Ruth reported that there were relatively few requests for training this spring. Since some trainers come to Raleigh from elsewhere and must stay overnight, it is preferred to have at least 5 persons in order to make up a class. At present, there are not that many requests for any class.

Upgrade for Thelma**John Wood**

John reported no “new” news. We are still waiting for the first sub-release of the new upgrade before we actually load the upgrade on Thelma for testing. In the meantime, here are the perpetual reminders for folks who are or need to be trying out the Java client:

REMINDERS (these will appear perpetually until problems cease to arise):

- it is possible to have both the C and the Java clients loaded and active on the same PC;
- Java client users have to request wizard authorizations from John for EACH wizard needed (don't just say “all”!);
- wizard properties have to be set in the Java client, they do not carry over from the C client;
- both clients work with the same database (assuming one is logged in to the same server with both clients);
- it is possible to log both clients in at the same time on the same computer with the same user name and password

Viewing Reports with Excel procedure**Linda Leighty**

Linda asked that the document explaining the procedure for viewing Sirsi reports in Excel be put on the CCLINC website. Ruth said she could do this. Linda will be making a small revision in the document so that it can be used with either Excel 2003 or 2007, and will then forward it to Ruth for posting.

Overdue Notice headers**Deborah Foster**

Deborah moved to approve the proposed additional overdue notice headers, and Ernest seconded. The motion carried, but John noted that there were still some problems with spacing and formatting of the proposed headers. Deborah will work with John to adapt the headers as needed.

Cataloging procedures**Emily King**

Emily presented procedures for adding eBook holdings, using the Java client Label Designer Wizard, and labeling using the Dymo LabelWriter in both the c and Java client. *Note: Policies for eBook holdings and use of the Java Label Designer had been previously approved.* Roxanne moved for approval, Deborah seconded, and the motion carried. Ruth will add these documents to the CCLINC website in the appropriate Policies and Procedures areas. Viewers will need the CCLINC website password to view the procedures.

Request for new Locations

Durham requested the Location PHAILWYNN for a new special collection and DURHAM_CH for their Orange County campus collection. Ernest moved to approve these requests, Deborah seconded and the motion carried. John will check with Irene Laube to find out their preferences for shadowing and holdability.

Public patrons/placing holds in iLink

Durham had requested modification of the Public patron type to prohibit the ability to place holds. There are approximately 6000 public patrons currently in the system from a number of the colleges. It was felt that any such change would adversely impact current usage of this patron type. As an alternative, Roxanne proposed creating a patron type of NOHOLD that would be similar to PUBLIC in all respects except that it would prohibit the ability to place holds. This NOHOLD p-type could be used not only for public patrons, but for problem patrons of any type who have had their ability to place holds revoked or suspended. After some discussion, it was agreed that NOHOLD would be allow checkout limits of 15 items and 5 reserves. Roxanne moved to approve the patron type NOHOLD, Ernest seconded and the motion carried.

Request for item type “3-day”**Renee Dusenbury**

Central Carolina requested a new item type of “3-day” that would be used for items for which they wanted a shorter checkout period, such as expensive or high-demand items, but for which the Overnight period is too short. Discussion of this request revealed the merit of creating an item type for a shorter checkout period where each school could choose the duration the type would have. Roxanne proposed the name “SHORT-CKO” and John proposed the display of “Short Checkout.” Renee moved to approve the creation of the patron type “SHORT-CKO”, Roxanne seconded, and the motion carried.

The next meeting will be the annual general CCLINC membership meeting at the NCCCLRA conference. Please consult the conference schedule for date and time.

Acquisitions Subcommittee Report**Tonya Robinson**

No report. Ruth reported that Tonya apparently is no longer employed at Brunswick CC. Further discussion revealed that, to our knowledge, no school is currently using Unicorn acquisitions. The Steering Committee agreed to make the Acquisitions Subcommittee inactive until such time as renewed interest is expressed by the CCLINC membership.

Cataloging Subcommittee Report**Emily King**

Emily reported that Julia Mielish has agreed to become the new subcommittee chair.

Lending Services Subcommittee Report	Deborah Foster
No report. Deborah will be staying on as subcommittee chair.	
Media Booking Subcommittee Report	No chair
No report. The Media Booking subcommittee is inactive until such time as interest or concern arises from the CCLINC membership.	
Reports Subcommittee Report	Linda Leighty
No report.	
Serials Subcommittee Report	Allen Mosteller
No report.	
Ad-hoc Committee Report	Roxanne Davenport
The ad-hoc committee to review the old Steering Committee minutes for policy decisions, etc. did not meet due to Kiera's resignation and lack of pursuit by Roxanne. The ad hoc committee is dissolved, but Ruth noted that she has copied the old minutes to CD for backup. Ruth agreed to forward copies to Roxanne, who will try to do a review at some point in the future.	