

**CCLINC Steering Committee
Meeting
Conference Call
Wednesday, October 20, 2004**

Facilitator: Ernest Avery, Chair, Piedmont CC

Attendees:

<input checked="" type="checkbox"/>	Monique Mitchell	District I Representative, Roanoke-Chowan CC
	Susan Basnigh	District II Representative, Pitt CC
<input checked="" type="checkbox"/>	Debbie Luck	District III Representative, Randolph CC
<input checked="" type="checkbox"/>	Renee Watson Dusenbury	District IV Representative, Central Carolina CC
<input checked="" type="checkbox"/>	Sharon Day-Lowe (for H Cooke)	District V Representative, Gaston College
<input checked="" type="checkbox"/>	Charles Wiggins	District VI Representative, Blue Ridge CC
<input checked="" type="checkbox"/>	Tonya Robinson	Acquisitions Subcommittee Chair, Brunswick CC
	Roxanne Davenport	Cataloging Subcommittee Chair, Pitt CC
<input checked="" type="checkbox"/>	Stephanie Carter	Lending Services Subcommittee Chair, Vance-Granville CC
<input checked="" type="checkbox"/>	Peter Kracunas	Media Booking Subcommittee Chair, Alamance CC
<input checked="" type="checkbox"/>	Linda Kressal	Serials Subcommittee Chair, Tri-County CC
<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 2:03 and greeted members. Sharon Day-Lowe of Gaston College attended in place of Harry Cooke.

◆ Old Business: Status of Reports Subcommittee

DISCUSSION: Up until now, the Reports Subcommittee has been an ad hoc subcommittee. Because the Reports module serves all other modules (Acquisitions, Circulation, Cataloging, etc.), questions about reports have been directed either to existing subcommittees or to John Wood.

CONCLUSION: A permanent Reports Subcommittee will respond to questions on the Reports Module from CCLINC users. The Reports Subcommittee may also conduct surveys and provide future training opportunities.

ACTION: Committee approved, by voice vote, the elevation of the Reports Subcommittee to permanent status. Ernest will notify Libby Stone, Acting Chair of Reports Subcommittee, of the Committee's action.

◆ New Business: Upgrade to Unicorn 2003

DISCUSSION: John Wood noted that the upgrade was completed successfully. John also fielded questions and comments concerning new or updated features in the User Display (Circ), Item Search and Display, and Extended Info (Cataloging). CCLINC users should also note the addition of 3 user categories in the Circulation Module.

CONCLUSION: The Committee will continue to respond to questions and comments about the upgrade. The contents of the 3 new user categories must be decided.

ACTION: The Lending Services Subcommittee will solicit suggestions from CCLINC users concerning the contents of the 3 new user categories.

◆ New Business: Addition of new location

DISCUSSION: Charles Wiggins asked the committee to discuss the possibility of adding STOLEN as a new, shadowed location. This new location will identify items known to have been stolen.

CONCLUSION: The latest Unicorn upgrade allows searches in the 'Extended Info' section of the item record. Comments intended for staff use only may be entered in the 'Staff' field; these comments are searchable in the Reports Module.

ACTION: No action taken

◆ New Business: Problems with holds

DISCUSSION: The Lending Services Subcommittee reports continuing problems with 1) libraries procrastinating in filling holds, 2) libraries deleting a hold if a requested item is missing, and 3) libraries that do not fill holds and fail to notify the requesting library. The Committee realizes that staffing and time constraints may cause delays in filling hold requests. The Lending Services Subcommittee has e-mailed a 'Lending Services Survey' to all ILL contacts.

CONCLUSION: The current *CCLINC ILL Policies* states that libraries are expected to respond daily to the 'List Onshelf Items with Holds' report. Libraries should also run the 'List Items with Holds' report daily. The 'Unfilled Hold Form' should be used to notify a requesting library if a hold cannot be filled.

ACTION: According to the current *CCLINC ILL Policies*, the Chair of the Lending Services Subcommittee will notify the director of any library that does not fulfill its obligations for reciprocal ILL services, and, if necessary, will forward complaints to the Steering Committee. The Lending Services Subcommittee will update the *CCLINC ILL Policies* based on survey results and other input from CCLINC users.

◆ **New Business: iLink Portal**

DISCUSSION: Ruth reported that, according to preliminary results of her survey, most campuses favor the 6-language WebCat portal.

CONCLUSION: Ruth will continue to tabulate responses.

◆ **Next Meeting:** November 17, 2004, at 2:00 p.m.

Mr. Avery adjourned the meeting at 3:00 p.m.

◆ Minutes Submitted by Ernest Avery

SUBCOMMITTEE UPDATES

◆ **Acquisitions Subcommittee** – Met in October and discussed concerns with e-procurement, length of time to retain cancelled orders, and how to handle brief records with no items attached

◆ **Cataloging Subcommittee** –The second cataloguing “Jam Session” is scheduled for November.

◆ **Lending Services Subcommittee** – A survey on holds practices has been sent to CCLINC ILL contacts

◆ **Media Booking Subcommittee** – No report

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