

**Minutes of CCLINC Steering Committee Meeting
Conference Call
Wednesday, November 17, 2004**

Facilitator: Ernest Avery, Chair, Piedmont CC

Attendees:

<input checked="" type="checkbox"/>	Monique Mitchell	District I Representative, Roanoke-Chowan CC
<input checked="" type="checkbox"/>	Susan Basnight	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"/>	Harry Cooke	District V Representative, Gaston College
<input checked="" type="checkbox"/>	Charles Wiggins	District VI Representative, Blue Ridge CC
	Tonya Robinson	Acquisitions Subcommittee Chair, Brunswick CC
<input checked="" type="checkbox"/>	Roxanne Davenport	Cataloging Subcommittee Chair, Pitt CC
<input checked="" type="checkbox"/>	Stephanie Carter	Lending Services Subcommittee Chair, Vance-Granville CC
	Peter Kracunas	Media Booking Subcommittee Chair, Alamance CC
<input checked="" type="checkbox"/>	Libby Stone	Reports Subcommittee Chair, Cleveland CC
<input checked="" type="checkbox"/>	Linda Kressal	Serials Subcommittee Chair, Tri-County CC
	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
<input checked="" type="checkbox"/>	Colleen Turnage	Coordinator of Learning Services

Ernest Avery called the meeting to order at 2:03 and greeted members.

◆ Old and New Business: Update from the Systems Office

DISCUSSION: Ruth introduced Colleen Turnage, recently named Coordinator of Learning Services. Colleen comes to us from Queens University, Charlotte, NC. Ruth has sent e-mails with schedules for the OCLC Group Catalog webcasts. Also, the WebCat iLink portal is ready to be installed. John noted that, during installation, WebCat will be unavailable for approximately half a day, with some minor adjustments to be made after initial installation. (An example of the iLink portal may be viewed at the Queens University, Everett Library web site at <http://qcel.sirsi.net:5327/uhtbin/cgiirsi/9WJqQOTvzj/56270007/60/502/X>)
Ruth also said that more WorkFlows training sessions are being planned.

CONCLUSION: Committee recommended expeditious installation of the iLink portal.

ACTION: Committee proposed Thursday, December 16th as the **tentative** date for implementation of the portal, pending approval from CCLINC members and from SIRSI.

◆ **New Business: Review of Cooperative Agreement**

DISCUSSION: Ernest reminded members that the CCLINC Cooperative Agreement will be sent to member colleges for review in January. The Committee will review proposals for change at the February meeting.

◆ **New Business: Proposed revision of CCLINC ILL Policies**

DISCUSSION: Stephanie presented the proposed revisions of the CCLINC ILL Policies. Members discussed a suitable method for removing and returning unclaimed holds. In the case of unreturned items to be designated as “Lost,” Roxanne noted that only the owning library should change the item status. Members noted that Richmond CC is not participating in CCLINC ILL, and that Lenoir and Montgomery are expected to participate after their holdings are completely added to the database.

CONCLUSION: All participating CCLINC campuses are strongly encouraged to abide by the CCLINC ILL policies. Future ILL training sessions, possibly onsite, will be scheduled if demand warrants.

ACTION: Motion made (Harry), seconded (Libby) and passed by voice vote to accept the Lending Services Subcommittee’s proposed revisions of the CCLINC ILL Policies. After the document is updated to reflect the revisions, copies will be sent to all CCLINC members. After approval, a copy will be posted on the CCLINC web site.

◆ **Next Scheduled Meeting:** January 2005, date and time TBA

Ernest adjourned the meeting at 3:30 p.m.

Minutes submitted by Ernest Avery

SUBCOMMITTEE UPDATES

◆ **Acquisitions Subcommittee** – No report

◆ **Cataloging Subcommittee** – The subcommittee will discuss methods for dealing with duplicate records in the database and will respond to comments on the forthcoming group catalog. A second cataloguing “Jam Session” is being planned.

◆ **Lending Services Subcommittee** – Covered in New Business (above)

◆ **Media Booking Subcommittee** – No report

◆ **Serials Subcommittee** – Simplified procedures for entering serial titles will be available soon. Roxanne noted that more difficulties arise when cataloguers are attaching holdings than when they are adding holdings. Debbie suggested training for staff on how serials are, and have been, catalogued and how to identify appropriate serials records in WorldCat.