



CCLINC Steering Committee Minutes

09/28/2010

2:05 – 3:00 p.m.

Attendees:

Facilitator:

**Allen Mosteller, Chair
Present**

Note taker:

Roxanne Davenport

Past-Chair Emeritus:

Libby Stone - Absent

Learning Technology Systems & IIPS Representative

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

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

Resource Persons:

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

NCCCS Director of Cataloging & Metadata Services **Colleen Turnage - Present**

CCLINC System Administrator **John Wood – Present**

----- Meeting Outline -----

Old Business

New Business

Set time/date for next meeting

Subcommittee Reports

OLD BUSINESS

No items of old business were presented.

Action: No actions necessary.

NEW BUSINESS

Discussion of a survey of CCLINC libraries re their use of the Java client:

Ruth Bryan surveyed the CCLINC libraries re their use of the Java client as opposed to the "C" client. Ruth reported that only 2 or 3 libraries had not tried Java at all and, since the survey, at least 1 or 2 of those had downloaded Java and begun to look at it. Ruth has told all CCLINC libraries that the "C" client is to be discontinued in the near future. The next version of Symphony (upgrade tentatively planned for late spring 2011) WILL NOT support the "C" client.

In other words, the "C" client is GONE once we implement that next upgrade on the live server ("Louise").

Action: All CCLINC libraries are responsible for having their staff prepared to use the Java client. CCLINC member libraries have been told that the beginning of "life without C" is forthcoming. These reminders have been numerous, and have been made for a period of years now. The day of reckoning is at hand.

Vote on recommendation of a new location

The Cataloging/Serials Subcommittee recommends the creation of a new **location** of MUSCOL (music collection) which is to be hold-able. Deborah moved to approve this location, Julia seconded, and the motion carried.

Action: John will create a new hold-able location of MUSCOL.

Cooperative Agreement

The final revision of the Cooperative Agreement as approved by the NCCCSO attorney was presented. Roxanne noted two areas where information appeared twice, and a few other word-processing issues. Ruth noted that adjusting these areas would not change the meaning of the text, and will adjust accordingly.

Action: Dr. Williams will be issuing the revised Cooperative Agreement to the CCLINC library directors and presidents for signature.

Updating of documentation

The upcoming discontinuance of the "C" client will have an impact on the various CCLINC

policies and procedures documents. These documents need to be reviewed by the appropriate subcommittees. Where necessary, references to the Java client should be added and references to the “C” client should be removed. Screen shots should reflect the Java client.

Action: Subcommittee chairs are tasked with directing their subcommittees in the review of pertinent CCLINC documentation. All procedures documents should be revised and updated as necessary to reflect use of the Java client. All policy documents making reference to a client should refer to the Java client. References to and examples using the “C” client should be removed. Ruth will review the CCLINC web page for references to the “C” client. Julia offered to help with producing screen shots where necessary. This review and revision should be completed before the upgrade to the next version of Symphony is completed on the live server.

The next meeting for the committee will be scheduled upon receipt of agenda items.

Subcommittee Reports

NOTE: The Acquisitions and Media Booking Subcommittees are inactive.

Ad hoc Subcommittee Report

Roxanne Davenport

The Ad hoc Subcommittee report was submitted for approval. A couple of small edits were noted. Deborah moved to accept the report, upon completion of the noted edits. Ernest seconded, and the motion carried. The Ad hoc Subcommittee is dissolved. The report will be distributed to the CCLINC libraries along with these minutes.

Cataloging/Serials Subcommittee Report

Julia Mielish

Julia submitted 2 more items for Steering Committee approval: a **location** of DVDCABNT (DVD cabinet), and an **item cat1** of Easy. Roxanne moved to approve these 2 items, Colleen seconded and the motion carried. Julia will confirm whether or not DVDCABNT is to be a hold-able location and get back to John.

The Cataloging/Serials subcommittee will have a phone meeting on Friday, Oct. 1st at 9 a.m. Two major areas of discussion are bibliographic records for e-audiobooks and Label Designer issues.

Lending Services Subcommittee Report

Deborah Foster

Deborah has asked Ruth to survey the CCLINC library directors about extending the length of time before the lending library bills the borrowing library from 60 days to 90 days (in ILL situations).

Deborah has also received several notices of changes in ILL staff. She has sent out requests for current lists of ILL personnel from each of the CCLINC libraries, and will be updating and distributing a compiled list of current CCLINC ILL staff.

Reports Subcommittee Report

Lisa Shores

No activity to report