

Minutes of the CCLINC Steering Committee Meeting
Taken by: Kathy Martin
May 29, 2001
1:00 pm via conference call

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Present: Bob Blackmun, Chris Meister, Debbie Luck, Gerry O'Neill, Gloria Sutton, John Wood, Kathy Martin, Libby Stone, Raye Oldham, Roxanne Davenport

Absent: Dan Swartout, Gretchen Bell, Luella Teuton, Mario Ramos, Pam Doyle, Renee Watson, Ruth Bryan, Stephen Hawkings, Susan Williams

Subcommittee Updates

Acquisitions Subcommittee Update (Libby Stone)

The Acquisitions Subcommittee is meeting tomorrow, May 30, via conference call at 1:00 pm. They will be discussing several issues and distributing procedures to the subcommittee members to test. Once the procedures are completed they will submit them to the Steering Committee for approval. Also, Libby has created an acquisitions group contact sheet that should be available soon.

Please see Addendum 1 for minutes from the Acquisitions Subcommittee meeting.

Bridges II Manual Update (Gloria Sutton)

Gloria Sutton reported that she looked at the administration section of the old manual and will have the revision ready by June 20 for the Steering Committee to approve. Gloria also reported that she is going to work one on one with people who still need to get their information in.

Cataloging Subcommittee (Debbie Luck)

Debbie has drafted an email concerning several items to other members of the Cataloging subcommittee for their discussion. It will be sent out later this week.

Update: The email was sent out 5/30/2001.

Circulation Subcommittee (Dan Swartout)

Dan Swartout was unable to attend the Steering Committee meeting but sent in an update.

The resource list is almost complete and once all the information comes in, it will be passed on to the rest of the committee for review; hopefully by the end of this week.

Interlibrary Loan Subcommittee (Raye Oldham)

The ILL Subcommittee is working through changes to the steps and procedures affected by the upgrade. Once they are finished, they will be sent to the Steering Committee for approval and then distributed to everyone.

Media Booking Subcommittee (Renee Watson)

Media Booking will have a SureStart session May 30.

Serials Subcommittee (Mario Ramos)

Mario did not attend the meeting and no update was sent in.

Training Subcommittee (Gretchen Bell)

No report.

The question of offering training for cataloging, etc. on some sort of regular schedule arose. This is one of the topics covered by Debbie that the cataloging subcommittee is going to review, and the acquisitions surveys are going to be looked at for further information. Roxanne stressed that the SmartPort and Add Title features in WorkFlows are **the only** cataloging features additional training is required for.

SureStart Sessions

So far, there have been six SureStart sessions: Media Booking, Circulation/Reserves/ILL, Acquisitions, Cataloging, Serials, and Inventory. Media Booking is having another session on May 30, and Acquisitions will have the next one. Reports will be after that, provided there is interest shown.

Follow Up

- The slight problem with the software has been worked out, allowing Inventory to run smoothly and successfully at several schools.
- John has finished a list of what can and cannot be changed in WebCat and will have it emailed out to the schools by the end of the week.
 - *Update: The email containing this list was sent out June 1, 2001.*
- Sirsi has not yet reviewed the changes in the System Administrator's job description, so that is not finalized yet.
- The test server switch will be "flipped" the middle of next week so that people can see how the Netscape browsers at their school will work with the WebCat buttons staying at the top of the screen. The address will be <http://thelma.ncccs.cc.nc.us>.
 - *Update: The email containing this information was sent out June 1, 2001. The switch has been "flipped."*
- **Ruth will be sending out an email, but it's important enough to put in more than one place, USE the THELMA and LOUISE addresses (i.e. louise.ncccs.cc.nc.us) instead of the IP addresses (i.e. 207.4.81.14) when connecting to WorkFlows. It is extremely important that you use the Thelma and Louise aliases and NOT the numbers.**
- The South Piedmont dataload has not yet started. They are in the process of adding copies to records that already exist in Sirsi, and are fervently hoping that their grant comes through at the start of the next fiscal year.

New Business

It was discussed whether the Steering Committee meeting minutes should be posted to the Sirsi forum. It was decided that since there's no good way to set them up in a sub-folder and they would in with all the posts in the under the North Carolina Community College General Discussion Forum, that we would keep on doing what we were doing, and explore the possibility of using the state Intranet when that becomes available, to store the minutes in a universally accessible, yet password protected place.

Chris Meister, Gerry O'Neill, Kathy Martin, and Roxanne Davenport, volunteered to join a "stealth group" (because if we don't call it a committee we can pretend it's not) headed by Gloria Sutton to make a list of documents, administratively and policy-wise speaking, to go into the Bridges manual and then draft the documents, once the list is completed.

CCLINC Agreement

The Steering Committee continued to review and revise the CCLINC agreement.

Next Meeting

The date and time of the next Steering Committee meeting have not yet been determined.

Addendum A

Minutes of the CCLINC Acquisitions Subcommittee Meeting

Taken by: Libby Stone

May 30, 2001 – 1 p.m. via conference call

Present:

Libby Stone, Chair (Cleveland Community College)

Pam Doyle (NCCCS)

Martha Robinson (Gaston College)

Absent:

Carolyn Bittle (Richmond Community College)

Judy Hodges (Wayne Community College)

Linda Stone (Central Carolina Community College)

Susan Williams (Blue Ridge Community College)

The committee discussed whether acquisitions records should be shadowed. Pam Doyle stated that the decision was a matter of whether each library wants to give access to information about items on order to faculty and students. Even if records are shadowed, acquisitions staff will still be able to see the records. The records would not be visible on WebCat. It was decided that this topic would be tabled for further discussion when more subcommittee members are present.

Libby Stone reported that a draft of the procedures is ready to be reviewed. The draft will accompany the minutes of this meeting and will be sent to each of the acquisitions subcommittee members for testing in Thelma. Pam Doyle recommended that John Wood and Ruth Bryan also be involved in the testing, and that a carbon copy of the draft procedures be sent to them. The committee members decided that it would be very important for each subcommittee member to review the procedures and prepare questions based on their testing for the next Sure Start session. The committee plans to finalize the procedures by the end of June and submit them to the steering committee for approval. Once the procedures are approved, they will be given to Gloria Sutton for inclusion in the Bridges manual.

Pam Doyle reported that plans for the acquisitions workshop are going well. The workshop will be at Cleveland Community College on June 5, at Central Carolina CC on June 6, and at Beaufort County CC on June 7. The vendors who had confirmed are Baker & Taylor, Emery-Pratt, Majors and Rittenhouse. Midwest had not confirmed. Those five were the top five vendors that libraries requested to make presentations at the workshop. Of those, Baker & Taylor is the only vendor with an interface with SIRSI [at this time] for electronic ordering. Pam Doyle stated that the more people who use the SIRSI acquisitions module, the better discounts libraries may be able to get because of reports that could be run from the system.

Libby Stone reported that there are already a few topics to ask about in the Sure Start session: fund levels and format of fiscal years.

The subcommittee discussed whether to try and recruit more members. It was decided that it was not necessary at this point.

Pam Doyle suggested that we may want to offer more training in the acquisitions module for those planning to use SIRSI in the upcoming fiscal year. In looking at the responses to the survey that Linda Stone sent out, Pam Doyle reported that a small number of CCLINC schools were interested in implementing the SIRSI acquisitions module. The committee decided that Libby Stone will have a training session at the Distance Learning conference on Tuesday, July 24, if there is enough interest. Libby Stone will send out a memo with details to all of the acquisitions contacts in CCLINC. Libraries planning to use the acquisitions module may also need the Solinet cataloging workshops that were offered in the fall for catalogers. Pam Doyle is working to set up more of the Solinet cataloging training for new cataloging and acquisitions users, possibly early to mid-July.

The subcommittee will meet again sometime in June. The Sure Start session will be at the end of June or the first of July.

Libby Stone adjourned the meeting at approximately 2:00 p.m.