

CCLINC Implementation Team
Minutes of Meeting, 27 June 2000 (10:00 - 11:05)
via telephone conference
Unapproved, but we wanted to get you the information asap.

PRESENT:

From the CCLINC libraries

Luella Teuton, Chair, CCLINC Steering Committee (Sandhills)
Lorraine Krichko (Wake)
Linda Leighty (Pitt)
Debbie Luck (Randolph)
Raye Oldham (Sandhills)
Angela Sox (Gaston)
Linda Stone (Central Carolina)
Dan Swartout (Edgecombe)
John Wood (Rockingham)

From NCCCS

Roxanne Davenport
Ruth Bryan

Absent

Gretchen Bell, Chair, CCLINC Training Committee (Piedmont)

AGENDA ITEMS

Additions to local sirsi SA list

BRUNSWICK	Sharon Gore	Emily Gore**
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Connections

1. **EACH LIBRARY MUST LOAD THE SIRSI WORKFLOWS CLIENT ON EACH STAFF STATION.** For those with firewall problems, follow the instructions Rita distributed Tuesday morning. Linda Stone at Central Carolina has tested the firewall solution and reports that it works perfectly! **If you have problems loading the software, please let Rita Nunn know immediately.**
2. The URL for the production server will be sent out late Friday afternoon. **NOTE:** The production server is the server with our real-time records. Hereinafter, the production server will be known as **LOUISE**. The test server that we've been using in training and for practice will be known as **THELMA**.
3. After July 21, when the scheduled sirsi training ends, THELMA will be used in a new way: THELMA is ours and will continue to be used for training of new staff. Sirsi will also use it for the next set of regional training. **AFTER** the regional training is completed (after July 21), sirsi will put the policies that appear on LOUISE, the production server, onto THELMA, the test server, and Rita will use it to test upgrades and changes to LOUISE. We will also be able to use it to train new staff.
4. THELMA will be perfect for staff to test the functionality of specific features we're considering making active for our patrons.
5. **Be SURE** you know the difference between LOUISE and THELMA when you're experimenting!
6. Beginning Saturday, July 1, 2000, we will have full access to the OPAC, to Circulation, and to Cataloging. Full access to Materials Booking will come toward the end of next week.
7. Until Rita has received and entered the individual staff logins, we'll use generic logins. There are generic CIRC and TECH logins for each library that can be used by staff until their individual logins are created; ex. BLADENCIRC and BLADENTECH can be used by the Bladen Circ and Tech staffs respectively to login. Logins for EACH library follow the pattern described for Bladen. It's the library's policy name plus CIRC or TECH.

8. Each library can mail or fax the information for the individual staff logins. If you fax the information, send it to Ruth Bryan at 919-733-0680.
9. Since each library is going to have their own gateway for WebCat, then each site will need to have its own user ID and PIN to login to WebCat from a browser. This will be set up sometime after July 1. Having our own gateway enables us to customize the screens they way we'd like for our patrons. Rita will be sending out specific information on how to customize our WebPAC screens.
10. The product called STANDALONE will allow us to do circulation from our circ PCs when LOUISE is down. Sirsi is working on the Standalone diskettes for each college and will get them to us as soon as they can.

Implementation Team Decisions

1. These locations will be shadowed. That means items with these locations will not appear in the OPAC.
 - MISSING
 - LOST
 - DELETEME (the location we'll use for withdrawn materials)
 - SHADOWME (a new location that each library can use as it sees fit)
2. All reports must begin with the library's name. Using the library's name will ensure that reports for each library are grouped together in alphabetical order and that they'll be easy to find in a long list of reports from all libraries. (example: PTCIRCULATION, SHCIRCULATION)
3. Be sure to **delete all finished reports** after they've been printed or emailed.
4. All notices for overdue CCLINC ILL books will originate with the library loaning the items.
5. CCLINC ILL will commence August 1, 2000.
6. The CCLINC Acquisitions Committee will review global decisions for the Acquisitions module and will make appropriate decisions for all of CCLINC.
7. We've requested 2 levels of overrides: a "super" password that applies anywhere and a lower level password that applies in limited situations.
8. Rita will be asking us for information about setting up system printers.
9. Roxanne is checking on how the search buttons (Find it fast, etc) and the limit features are defined so that we can be sure our searches will pull up the records we'd expect from using these features.
10. Ruth is checking on whether the URL for our present web OPAC will continue to be valid (www.cclinc.ncccs.cc.nc.us)
11. The "User Services" button will be active immediately.
12. The "Requests" button will be inactive until we can determine which features under requests we'd like to continue. Decisions will be made prior to the August 1 start-up date for CCLINC ILL.
13. The Implementation Team will meet next following the CCLINC Users Group meeting at the Distance Learning Conference, July 13, 2000.