

**CCLINC Steering Committee**  
**October 3, 2002**  
**Agenda**

Telephone meeting was called to order at 9:05 a.m.

Minutes of the September 12, 2002 meeting were reviewed and approved with changes.

Present:

Dan Swartout, Chair  
Libby Stone, Acquisitions Subcommittee Chair  
Bob Blackmun, NCCS IS and IIPS Representative  
Renee Watson, Media Booking Subcommittee Chair and District IV Representative  
Terri Holston, District I Representative  
Linda Leighty, Lending Services Subcommittee Chair and District II Representative (represented by Teresa Thompson)  
Vickie Kolomechuk, District VI Representative  
Ruth Bryan, Coordinator of Library Technologies  
John Wood, CCLINC/Sirsi System Administrator

Not Present:

Ellen Williams, Serials Subcommittee Chair  
Roxanne Davenport, Coordinator of Bibliographic Information  
Teresa Frohock, Cataloging Subcommittee Chair  
Ernest Avery, District III Representative  
Chris Meister, District V Representative

**Old Business:**

**Global editing**

Ruth Bryan  
John Wood

John Wood reported that global editing is available and can be added via a wizard. A concern was expressed about whether 'edit copy library' should be allowed, since it could potentially enable someone to edit records for another library. John stated that he thought that this capability would be most useful, and several Committee members cited specific examples in which they would use this capability. In response to a question about whether the capabilities could be limited by library, John reported that the properties are set for all users that have access to the wizard. John also reported that almost all of the problems with records being modified have been found to be the result of someone at that library doing so, and that there have been only a very small number of cases of someone modifying a record belonging to another CCLINC library. He also suggested that the wizard could be disabled for specific individuals if it is found that they are causing problems. John also discussed the use of 'helpers' within the wizard to

perform frequently needed functions. It was also noted that we have been using the system for more than 2 years and that most people are or should be familiar and comfortable enough to be able to use this wizard. It was also noted that the owning library is shown on the screen, so a user would clearly be able to identify their own records. The Cataloging Committee has collected comments via email, but Theresa Frohock has not yet provided a summary of those comments or a recommendation to the Steering Committee.

The Steering Committee agreed that the global editing wizard should be enabled for the user ids. that is using SmartPort (since those individuals have been to the "Roadshow" training for cataloging) including all capabilities and 'helpers'. Terri Holston agreed to contact Theresa Frohock to obtain the Cataloging committee's comments and recommendations, and will send them to Dan Swartout for distribution to the Steering Committee members. Following this review by the Steering Committee members, John Wood will be given the specific details to implement (re capabilities, helpers, etc.).

#### **Bridges Manual & CCLINC web info**

Dan Swartout  
Ruth Bryan

Ruth Bryan reported that userids. and passwords for the secure area of the web site have been sent to the Directors. Several positive comments have been received about the organization and content of the web site along with a few minor suggestions. Some policy documents that currently contain SIRSI-proprietary information are being re-written so that the non-proprietary information can be moved to the 'public' area of the web site. The Serials committee has not yet submitted their policies to the Steering Committee for approval. Roxanne Davenport has requested that the material for the Cataloging Roadshow training remain in its present form so that it is all in one place.

#### **UUGI: Do we want to start a NC group?**

Dan Swartout

Ruth Bryan has sent information about users groups and asked whether we should start a North Carolina UUGI or wait until someone else does so. After discussion of the potential activities of such a group and the challenges of our current budget and staffing situation, the Committee decided to table the discussion until the spring.

#### **Training**

Ruth Bryan

Ruth Bryan reported that she has sent a list of classes, including acquisitions, cataloging, serials, reserves, media booking and reports, to the Directors with an Oct. 15<sup>th</sup> due date for a list of individuals who need to be trained. The classes will be scheduled after the responses have been received on Oct. 15<sup>th</sup>.

## **Committee Reports:**

### **Acquisitions**

Libby Stone

The minutes of the last meeting will be sent to Dan Swartout for distribution to the Steering Committee members.

### **Cataloging**

Teresa Frohock

No report

### **Lending Services**

Linda Leighty

No report

### **Media Booking**

Renee Watson

Training will be scheduled as described above.

### **Serials**

Ellen Williams

No report

## **New Business:**

The was no New Business for discussion

## **Next Meeting:**

Dan Swartout

The Committee members discussed the frequency of meetings and agreed that meetings should be scheduled less frequently since most issues have been addressed. The next meeting was scheduled for **Thurs., Nov. 14<sup>th</sup> at 9:00 am,** with the following meeting to be scheduled in January.

The meeting was adjourned at 9:55 a.m.