

Valley Library Consortium
Minutes of the Database Committee
April 28, 2011

Present: Ron Suszek and Mary Schultz (Midland); Becky Grai (Northwood); Betty Gettel (Caro); Betsy Osborn (BCLS); Cindy Hix (Bridgeport); Linda Hudecek (CDL); Ruth Ann Reinert and Paul Lutenske (Saginaw); Kay Dunker and Lee Martin (VLC); Jane Himmel (Pigeon); Anne Wooden (Delta); Kelly Lovasz (North Branch); Sheila Good (White Pine)

Vice Chair Anne Wooden called the meeting to order at 10:00 AM.

Additions to the Agenda: Introduction of attendees.

Decisions:

1. R. Reinert moved to approve the minutes from the February 24, 2011 meeting. B. Osborn seconded the motion. Motion carried.

Discussions:

1. Database Projects Calendar:

K. Dunker reviewed the upcoming calendar of database reports and projects, which includes:

RIS Report for "In Transit" and "Hold Expired" items

Requests on unavailable items

Weekly duplicate control and ISBN reports

Serial clean up project

Deletion of bibs w/out holdings aged more than two months

Report of items flagged for request

Report of address correction blocks

2. Agility of Database Committee:

Members of the Strategic Planning Committee indicated a need for improved response time relating to the database committee's decision making process. L. Martin indicated that matters brought before this committee need to be decided upon within one month of being introduced. If a decision cannot be made during the regularly scheduled meeting in which the matter is introduced, a remote meeting will be scheduled in the near future to follow up and provide resolution regarding matter.

L. Martin also indicated that the Administrative Council will be evaluating committee structure in general to insure that this committee can adequately form recommendations as needed. Similarly, decisions that do not need Administrative Council approval therefore do not have to be first presented to the database committee before being implemented by VLC.

3. Item Specific Requests on HIP:

After reviewing the viable options for handling requests on items with multi parts or specific volumes, the database committee chose to follow the recommendation made by the Cataloging Subcommittee to:

Allow copy records on non-serial bib records so that individual pieces/titles of multipart items such as DVD sets and Manga titles can be requested via HIP through an item specific request.

As a result of adapting this recommendation, the Database Standards will be modified. Part VI. D. will read:

"Copy records may be added to multipart monographic records."

In accepting this recommendation, the database committee also maintains the current policy of allowing libraries the ability to add individual bib records for specific pieces of multi-part items (such as graphic novels). A motion to accept these changes was made by R. Reinert. R. Suszek seconded the motion. Motion carried. To accommodate above change, the committee also agreed to the removal of the "Place a Hold" option from the bib summary screen for multi-part items. HIP users will have to place a hold at the item level (holdings listing). A motion to accept this change was made by R. Reinert and seconded by C. Hix. Motion carried. Motion will be implemented pending approval by Administrative Council.

4. Report from the Cataloging Subcommittee:

The subcommittee also recommended the creation of a new type of generic bib record to address items like babysitter bags and certain genealogical resources (i.e. ephemeral or unique multipart items created by a member library intended for limited/exclusive circulation). The VLC will create a record that can be modified by member libraries as needed. This generic record may not be used as a substitute for a full level catalog record for books and other common items added to the database. B. Osborn made a motion to accept subcommittee's recommendations. B. Grai seconded motion. Motion carried.

5. Indexes on HIP:

To accommodate the mobile BookMyne app for certain Apple products, ISBN searching has been added to the general keyword search function. L. Martin indicated that a version of the app for Android devices will be available in September.

6. Hold Shelf Expire Periods:

Some libraries have extremely short hold shelf expiration periods such as one or two days. It is important for ILL purposes to manually change this period if the owning library's hold shelf time is shorter than the borrowing library's. Failure to do so will result in borrowing library's patrons being notified of holds after the item has been declared an expired hold and placed back in transit to its home destination. Libraries should ensure that appropriate staff are aware of this situation and can change hold shelf expiration dates as necessary.

7. Update on ILL Pilot Project:

By restricting Northwood University Library's fiction collection from being request-able via ILL and by placing that library as a low priority lender, Ill request to/from Northwood have significantly decreased over time. The situation will be monitored to ensure current trend continues.

8. Horizon 7.5.1 Upgrade:

All PC's running the Horizon Client need to have version 7.5.1 installed by May 25, 2011. When installing version 7.5.1, install as a new instance of Horizon. Do not install 7.5.1 as a modification to the current version of the ILS. Contact VLC if you need to install 7.5.1 on a machine that is not currently running the Horizon client. Libraries that rely on PC Reliance should ensure that it is installed and functioning prior to the upgrade downtime.

Announcements: The VLC phone system may be experiencing technical difficulties. If you notice issues when calling VLC, be sure to alert someone at VLC of the situation so that they may address it.

Next Meeting: Thursday, May 26, 2011

Meeting adjourned at 11:03 AM

Minutes submitted by R. Suszek