

Valley Library Consortium
Minutes of the Database Committee Meeting
April 26, 2012

Present in Person : Mary Schultz and Ron Suszek (Midland) ; Sallie Hirschman and Paula Pashak (BCLS) ; Ruth Ann Reinert and Paul Lutenske (Saginaw) ; Judy Eastland (MMI) ; Becky Grai (Northwood) ; Cindy Hix (Bridgeport) ; Anne Wooden (Delta); Lee Martin and Kay Dunker (VLC)
Present Remotely: Betty Gettel (Caro); Ann Langlois (Lapeer); Ronnie Jankoviak (Mid Michigan Community); Lynn Deming (St. Charles); Andrew Sutherland (West Branch).

Chair Anne Wooden called the meeting to order at 10:00 a.m.

Decisions:

1. Mary Schultz moved to approve the minutes from the March 22, 2012 meeting. Cindy Hix seconded the motion. Motion carried.

Discussions:

1. ILL Committee Report

Andrew Sutherland (West Branch) will be the new chair of the ILL Committee.

The following procedures for ILL were recommended:

All VLC libraries must use the consortium provided yellow bands when sending items to other VLC libraries. Libraries with branches can choose to use bands or not use bands within their own system.

Procedures for Using the Yellow Bands

1. Libraries must use Yellow Bands when shipping items to other VLC libraries.
2. The Yellow Bands must be visible on the outside of the item.
3. Yellow Bands should not cover the barcode.
4. Carefully circle or highlight the location code where the item is going, making sure that only one code is circled. Location codes should not be written anywhere on the Yellow Band for any reason.
5. Put on a new Yellow Band if you have to reuse a code.
6. Any writing should not interfere with codes.
7. Do not tape, staple, or glue the Yellow Bands to items other than your own.

The ILL committee made a motion to accept the procedures for Using Yellow Bands. Sallie Hirschman seconded the motion. Motion carried.

2. Update from Administrative Council :

Lee Martin gave us an update on Social Library. Eight libraries are interested in a six month evaluation. The cost for the evaluation is \$250, with each library paying a fair share. After the evaluation period the cost for Social Library is \$5900 a year, with the cost to the libraries depending on the number of participants. Kay will be ready to roll this out in approximately the next 2-3 weeks. Lee highly recommends Social Library, if your director would like this product please call Lee.

3. Notices on closed days :

Notices are run Monday through Friday. If you are closed during this time and it is not a major holiday, please let VLC know whether or not you want notices to be run.

4. User ID password changes:

It is time for the annual Horizon password changes. The schedule will be as follows:

May 11th – notice of password change forms will be e-mailed.

June 30th – changes e-mailed back to VLC

August 15th – changes made and in effect with Horizon.

The policy put into place last year for creating a new password will remain in effect.

5. Borrower Activity Report:

VLC can generate a Borrower Activity report which will give a Total Borrower count, a Valid Registered Borrower count, an Expired Borrower count, an Active (in the last year) Borrower count and percentage of active users. If interested let Kay Dunker know and she will provide an annual report.

Announcements:

1. Horizon has a known bug which gives borrowers the message “your request cannot be filled no available copies.” Instead of “you already have a request on this item”. This appears to occur after a large number of requests have been placed on a bib.
2. Lee Martin and Kay Dunker will be leaving for Florida for a Sirsi Users Group convention. VLC will be closed from 11-3 so VLC staff can attend a funeral on Friday, April 27, 2012.

Next meeting Thursday, May 24th, 2012.

Minutes submitted by M. Schultz