Valley Library Consortium
Minutes of the Database Committee
August 27, 2009

Present: Ron Suszek and Mary Schultz (Midland); Nannette Pretzer (St. Charles); Anne Wooden (Delta); Ann Langlois (Lapeer); Kay Dunker, Karl Steiner (VLC); Ruth Ann Reinert, Anne Birkam (PLOS); Jill Jean, Betsy Osborn (BCLS); Becky Grai (Northwood); Kristen Valyi-Hax (Ruth Hughes); Jane Himmel (Pigeon); Sheila Good (White Pine); Stephanie Mallak Olsen (Iosco-Arenac); Judy Eastland (MMI); Deb O'Brien (Caro); Linda Hudecek (CDL);

Chair Deb O'Brien called the meeting to order at 10:02am.

ADDITIONS TO THE AGENDA: None.

DECISIONS: J. Himmel moved to approve the minutes from the, May 28, 2009 meeting. N. Pretzer seconded the motion. Motion carried.

DISCUSSIONS:
1. Database Projects Calendar
    K. Dunker reviewed the September 2009 calendar of database projects. Which included the following:

- Libraries work RIS for "In Transit" and "Transit Hold" items (report run by VLC)
- Change incorrect heading of "Talking books"
- Requests on unavailable items
- Misspelled word in transcribed fields
- Report of address correction block (acr) created by HIP users
- Report of lost blocks for items no longer lost
- Report of items flagged for request
- Weekly duplicate control# report
- *Misspelled words in authority fields*
- *Deletion of bibs with no holdings*

2. Report from the Cataloging Committee
    A. 440/490 Tag issue – The committee decided that it was not necessary to make a project out of converting the 440 tags to 490 tags. A. Birkam said that it would be a huge project because each bib record would need to be touched. The committee is working on procedures for the membership. A. Birkam said that when new records are brought into the database the 440s should be changed to 490s with the proper indicators.

    B. Monographic/Serial Records – Committee recommended that members should follow the existing VLC Standards. Graphic novels can be treated as either a monograph or serial.

    C. Reports for Migration – Borrower errors will be looked at after deciding what new system the VLC will select. Libraries should work on fixing 300 and 245h errors.

    D. Duplicate Control Report – some titles have repeatedly been on the list. The Cataloging committee will meet and bring titles to look at and ask members not present to fax title page information in order to decide which bib is best.

    E. Blu Ray DVD – These will be added to the existing DVD index if it can be done for no cost. It will share an icon with the other DVDs.

    R. Reinert moved to accept the recommendations from the Cataloging Committee. K. Valy-Hax seconded the motion. Motion carried.

3. Report from the ILL Committee – S. Olson
    The committee met in June and passed a policy for the handling of lost and in transit to fill a request items. N. Pretzer moved to accept the policy. J. Himmel seconded the motion. Motion carried.

Promed delivery issues – S. Olson heard from 4 libraries concerning a number of problems with delivery. S. Olson suggested setting up a sub-committee to create a "best practices" document for dealing with Promed. A. Langlois said that Promed drivers at her libraries regularly just don't show up. Not paying for the missed deliveries was discussed. Another problem is that libraries are not using the yellow bands properly – circling the location the item is going to and then upon return not x-ing out the marked location and circling the location that the item is returning to.

S. Olson will send out a list of questions to solicit members' opinions of the delivery service. Also, the ILL comm. will review the VLC ILL Procedures.

4. Lost ILL report and "Item missing" status
Future reports will now include lost items that have been paid for.

5. Closing Request Pull List
Staff should use the "List Pulled" button when closing out of the Pull List. If you don't, then Location Priority will not be in effect and a patron at another location could get the item. If you don't want to fill a request, you need to change the status of the item to "trace" or any status other than "i" or "s" to get it off your Pull List.

6. Horizon 7.5
If staff see an error message while logging into Horizon that contain the words, "failure to initialize the middle tier", contact the VLC. If you have a firewall, you may need to open an additional port so that the Horizon client and connect to the HIP server.

The handout for Horizon 7.5 changes is on the members' webpage.

Views: the item_detail_status, cko, cki views contain a new statistics blink that adds some new information and rearranges the information that used to be on those views.

There are three options for what happens to renewal of items on HIP or self-checkout when a borrower's card has expired: No renewal, truncate the loan period, and allow a full loan period. The consensus was that this system-wide setting should
remain at "No Renewal".

The wording "Total Charges Outstanding" on the billing notice can now be changed. Each library can have its own wording. Contact the VLC to get this changed.

Fastadds can now be set to delete at the owning library only instead of deleting at checkin at any location when the item is returned. Contact the VLC about changing this setting.

Request History - Horizon can now track requests. With this information reports such as: Average Request Age, Average Transit Days, and Average Hold Shelf Age can be created. Since this is a system-wide setting, members will need to decide on the number of days the request history is kept. This will be discussed at the next meeting. People should also consider the Patriot Act when deciding on how long to keep borrower request information. The authorities can subpoena this information.

Instructions for implementing the "Hold Transit Slip" were sent to the Database-l mailing list.

ANNOUNCEMENTS: R. Reinert announced that PLOS would be doing self-check with RFID in the future and then new books would no longer have pockets.

Next meeting: **Thursday**, **September 24, 2009**

Meeting adjourned at 11:32am

Minutes prepared by K. Steiner