Valley Library Consortium
Minutes of the Database Committee Meeting
August 22, 2013

Present in Person: Anne Elias (Delta); Ruth Ann Reinert (Saginaw); Yvonne Brown (Lapeer District); Sallie Hirschman and Paula Pashak (Bay County); Becky Grai (Northwood); Cindy Hix (Bridgeport); Ron Suszek and Mary Schultz (Midland).
Present Remotely: Betty Gettel (Caro); Lynn Deming (St. Charles); Sandi Snow (Almont); Ronnie Jankoviak (Mid-Michigan Comm. College); Jane Himmel (Pigeon); Andrew Sutherland (West Branch).

Chair Mary Schultz called the meeting to order at 10:05 a.m.

Additions to the Agenda: Elect Chair-Elect

Decisions:
1. Ron Suszek moved to approve the minutes from the March 28, 2013 meeting. Sallie Hirschman seconded the motion. Motion carried.

Discussions:
1. Update from the Administrative Council
    Administrative Council was reviewing the Strategic Plan. They are looking into a new ILS system and modified record sources.
    Sandusky is looking at becoming a member of the VLC.

2. Database cleanup/Authority control project
    Kay has been working with Backstage to make the current bib records RDA compliant. They are ready to proceed. It has been put on hold while the Database Committee continues to set up workflows for the different types of materials. Also, it is put on hold until Sandusky records have been loaded, if they decide to join the VLC. While records are out with Backstage, bib records cannot be updated. New records and items can be added while the existing records are with Backstage.

3. RDA—report from the committee
    A draft of the workflow for a simple book was emailed to the Database Committee, please see attached. Please review the draft and post comments to database-l. Committee is also working on workflow drafts for DVD, CD, Audiobooks and a more complicated book. Kay has sent them to Google Docs for review. The sub-committee is looking to have these drafts completed by the first of the year and training being done the first part of next year.

4. Expired Holds
    A library called Kay with concerns about their item being on the Expired Holds list at another library for weeks. Kay ran a report looking for the Expired Holds that have been on the list for a significant amount of time. She found approximately 50 items. Please run the Expired Holds report often. The status of 'e' will be added to all the RIS reports that are sent. Libraries can then follow up with the requesting library on the status of their item.

5. Records not up to standard

Kay has been seeing records with the 300 tags incomplete and acquisition records that have not been replaced with OCLC records. She will run a report and get it out to the libraries. The library with the first circulating copy attached will update the record.

6. Horizon Upgrade
There are two main fixes available in the current upgrade. First, it would fix and issue with SMS registration. Only two libraries are interested in using this type of registration. Secondly, it would allow patrons to push a button to retrieve their forgotten pin. The patron would have to have an active email account to retrieve their pin. Is it worth the several hours of downtime to add these two fixes? There will most likely be another upgrade close to the end of the year that would have more significant upgrades. Discussion tabled until next committee meeting.

7. Elect Chair-Elect
Ruth Ann Reinert moved to have Yvonne Brown from Lapeer District to be elected as chair-elect. Anne Elias seconded. Motion carried.

Announcements:
1. The patron records have been reloaded with MeLCat this month.
2. Reminder—please remove the initial articles (a, an, the) from the 490 tags (series).
3. Midland raised concerns about waiting for some items that have been "In Transit" for more than 3 weeks. Kay will run and send out a report of items that have been marked "In Transit" for more than 10 days.
4. Reminder—please report when a driver does not show up for deliveries. They are being paid by tax dollars and need to do the work as contracted.

Next meeting Thursday, September 26, 2013
Minutes submitted by C. Hix