Valley Library Consortium
Minutes of the Database Committee
January 28, 2010

Present: Ron Suszek and Mary Schultz (Midland); Nannette Pretzer (St. Charles); Cozette Smith (Delta); Ann Langlois (Lapeer); Kay Dunker, Karl Steiner (VLC); Ruth Ann Reinert (PLOS); Betsy Osborn & Paula Pashak (BCLS); Becky Grai (Northwood); Linda Hudecek (CDL); Bruce Guy, Kim Guy (Gladwin); Cindy Hix (Bridgeport); Jane Himmel (Pigeon); Andrew Sutherland (West Branch); Kelli Lovasz, Pat Lange (North Branch); Judy Eastland (MMI); Kristen Valyi-Hax (Ruth Hughes); Jane Piersall (White Pine); Jessica Moore (Marlette).

Chair-elect Ann Langlois called the meeting to order at 10:00am.

ADDITIONS TO THE AGENDA: 15. Borrowers placing requests on items they have out.

DECISIONS: J. Himmel moved to approve the minutes from the October 22, 2009 meeting. R. Suszek seconded the motion. Motion carried.

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

- Libraries work RIS for "In Transit" and "Hold expired" items
- Adding copy records or items to serial bibs
- Code/Agency mismatch (ITYPE, COLL, PTYPE, PSTAT)
- Report of address correction block (acr) created by HIP users
- Requests on unavailable items
- Interlibrary Loan report of Lost Items
- Report of lost blocks for items no longer lost
- Report of Items Flagged for request
- Report of requests on unavailable items
- Weekly duplicate control# report
- *Review of bad indicators*
- *Deletion of bibs with no holdings*

2. Report from the Administrative Council
    K. Steiner reported that the Administrative Council passed the following Database recommendations at its last meeting:
    Duplicate Control Number Title Report Procedures
    Basic 440 Tag Procedures
    Consortium-wide setting: Keep request history for 90 days

3. Review of the Database Standards and Procedures
    K. Dunker noted that the Standards and Procedures have not been reviewed for a number of years and that it may be a good time to do it since there have been a number of changes that need to be incorporated into the document. The subcommittees already formed (Acq. Cat. and ILL) will meet before the May meeting. In addition a Circ. committee was formed with Mary Schultz as the Chair and B. Grai, P. Pashak and R. Reinert agreeing to serve. The committees were tasked with bringing recommendations for changes to the S & P at the May 2010 Database Comm. meeting.

4. Staff only items
    K. Dunker said that when Horizon first began being used that the members agreed not to use the item "staff-only" function because the bib record remains in the public catalog with potentially no holdings showing, the bib will activate the ownership icon, and search limits will be applied to it. Even though this agreement was made the VLC has thousands of staff only records on the system. Occasionally, a report is sent to members to fix these. She posed the question of continuing to use the item "staff-only" function. Several libraries use this function now and would like to continue. The consensus was that the item "staff-only" function would continue to be used.

5. Training Videos
    K. Dunker has created some training videos that will be made available on the VLC website. If members have ideas for more training videos, please contact K. Dunker.

6. Cataloging Electronic Books and Audio Books
    A number of VLC member libraries have purchased Overdrive audio books and loaded MARC records for these in the VLC catalog. These MARC records contain 856 tags that are unique to the owning libraries. If other VLC members want to load records for these make sure that you do not overlay the existing MARC record, but add an 856 tag for your library manually.   The Standards require that if such records are loaded and item record must be attached that clearly indicates that it is NOT a physical item and it has an itype that does not allow requests.

    Contact the VLC BEFORE loading records for these types of materials, so that you follow the proper procedures.

7. Duplicate ISBN Report
    The VLC currently has thousands of duplicate ISBNs. Some of them are legitimate, however some are true duplicates and should be consolidated. Members agreed that this should be worked on. K. Dunker will send a report to the Database-l mailing list of the ones that should be worked on every week. The same procedures for correcting these should be used as those for correcting duplicate control numbers.

8. Item Records for Book Club Items
    Some libraries are using one barcode for a group of books to be loaned to reading clubs. Mel does not want these in Melcat. Please let K. Dunker know the collection codes for this type of material so that she can stop them from being sent to Melcat

9. Borrower Deletions in Melcat
    Borrower barcodes that are lost on Horizon can now be periodically deleted from Melcat thorough an automated process. If this is not done, borrowers end up with 2 cards in Melcat (one for the lost barcode and one for the good barcode). Please fill out the form concerning lost barcodes which is on the VLC website.

10. Borrower Invoices
    K. Dunker has been working with SirsiDynix to find out more about this functionality. Because of the bugs that she has found, SD is not currently recommending that invoices be used. K. Dunker will continue to work with SD to see if the invoices can be made to work properly. In the meantime, she demonstrated a method of exporting a borrower's blocks to a text document or excel so that staff could provide an invoice to borrowers.

11. Publisher Keyword Index
    This is a new search that is available in staff PAC and HIP. If you would like it on your HIP profile, please contact K. Dunker with the following: What the search should be named and where it should appear in HIP.

12. OCLC Worldcat and HIP
    Some services such as First Search and Novelist can link to HIP to find local holdings status. The VLC has found that some searches performed by these services are not succeeding. If you are interested in having this functionality, contact the appropriate vendor to find out what is necessary to configure on HIP and then contact the VLC so that it can be implemented.

13. Self-service Holds
    If members are interested in providing self-service holds to their patrons, the VLC can work with a third party vendor to provide custom printing of hold slips that make it much easier for patrons to retrieve their own holds.
    These hold slips may be useful to any library creating slips to put on items on the hold shelf.

14. CKI View
    Betsy Osborn would like to add the collection, itype and owning location to the CKI screen to help her staff with proofing materials that have just been cataloged. Members suggested that having the owning location appear might be confusing for staff so B. Osborn dropped the request for the location, but would still like the collection and itype. This issue was tabled until the next meeting so that members can consult their staffs about the change.

15. <u>Borrowers Placing Requests on Items they have out</u>
Some borrowers who checkout materials from other VLC libraries would like to keep material longer than the checkout period. Currently the ALA ILL standards (which the VLC adopted) say that, "The requesting library should normally request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that a renewal has been granted extending the due date by the same length of time as the original loan."

Members suggested that instead of the above policy, that a request be placed on the item, then when it is checked in, if there are no requests on the item, the current borrower could have the material again. This would avoid having to contact the owning library. The ILL comm. should look at this issue when revising the standards.

ANNOUNCEMENTS:

Lapeer is having trouble with Melcat delivery again because their driver quit.

Next meeting: February 25, 2010

Meeting adjourned at 11:50am

Minutes submitted by K. Steiner