

Valley Library Consortium
Minutes of the Database Committee
May 27, 2010

Present: Mary Schultz and Ron Suszek (Midland); Diane Mayer (Dryden); Kay Dunker, Karl Steiner (VLC); Ruth Ann Reinert and Anne Birkam (PLOS); Paula Pashak (BCLS); Becky Grai (Northwood); Bruce Guy (Gladwin); Cindy Hix (Bridgeport); Jessica Moore (Marlette); Kelli Lovasz and Pat Lange (North Branch); Debbie O'Brien (Caro); Ronnie Jankoviak (MMCC); Ann Langlois (Lapeer); Linda Hudecek (Comm. District); Colleen Montalbano (Bay Schools)

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

ADDITIONS TO THE AGENDA: None.

DECISIONS:

1. R. Reinert moved to approve the minutes from the April 22, 2010 meeting. C. Hix seconded the motion. Motion carried.

DISCUSSIONS:

1. Database Projects Calendar

K. Dunker reviewed the June calendar of database projects. Which included the following:

June

- Libraries work RIS for "In Transit" and "Hold expired" items
- Change incorrect heading of "Talking books"
- Requests on unavailable items
- Code/Agency mismatch (ITYPE, COLL, PTYPE, PSTAT)
- 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
- Weekly duplicate ISBN report
- *Misspelled words in authority fields*
- *Deletion of bibs with no holdings*

K. Steiner asked how the duplicate ISBN project was coming. K. Dunker said that several bibs each week were deleted. She urged members that it was important that everyone work the report in order to eliminate as many duplicates as possible.

2. Review of the Standards and Procedures

A. Cataloging – A. Birkam reviewed the changes with the group.

Additional substantive changes made during the meeting:

Section II, 1st paragraph: changed to read "Members are responsible for adding MARC bibliographic records for all items entered into the system. All members adding records to the VLC database must use OCLC. Alternatively, participating libraries may enter original bibliographic records if the following conditions are met:"

Section IV, 7: add “Bib records for restricted resources need the following language in the 856 \$z:”

“This resource will only be available to patrons of the libraries listed below”

B. Acquisitions – R. Reinert reviewed the changes with the group. There were no additional substantive changes made to acquisitions sections.

C. Circulation – M. Schultz reviewed the changes with the group. There were no additional substantive changes made to the circulation sections.

D. Interlibrary Loan – D. O’Brien reviewed the changes with the group.

Additional substantive changes made during the meeting:

Section VI, C: delete “The transaction library then calls the owning library to determine if full or partial payment will be due.”

Section VI, G: delete from 1.: “When the VLC sends out the “Report of Lost ILL”, review the designated lost borrower for lost items.”

delete from 2: “for more than three months”

Libraries not wishing to bill can do a damaged check-in and the item will be released to fill the next request whereas prior to Horizon 7.5, this was not the case.

All of the changes will be incorporated into a new document and distributed before the next meeting. A vote to approve the revised document will be taken at the next meeting.

ANNOUNCEMENTS:

K. Steiner said that the Admin. Council has agreed to begin the process of looking for a new ILS in August 2010. Members will be asked to participate on “Expert Committees” to review the features of different vendors’ software.

R. Reinert reported that Anne Birkam would be retiring from PLOS.

K. Dunker reported that password changes will NOT be due June 15 & 16 because of the delay in hiring a new Director. As soon as a new date is determined, members will be contacted.

The VLC now has Horizon 7.5A which will work with Windows 7. If you need a copy, please contact the VLC.

Next meeting: June 24, 2010

Meeting adjourned at 11:25 am

Minutes submitted by K. Steiner