

Valley Library Consortium
Minutes of the Database Committee
September 24, 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 (PLOS); Jill Jean, Betsy Osborn (BCLS); Becky Grai (Northwood); Kristen Valyi-Hax (Ruth Hughes); Stephanie Mallak Olsen (Iosco-Arenac); Deb O'Brien (Caro); Linda Hudecek (CDL); Bruce Guy (Gladwin); Cindy Hix (Bridgeport)

Chair Deb O'Brien called the meeting to order at 10:03am.

ADDITIONS TO THE AGENDA: 6. Horizon 7.5 Questions and Comments

DECISIONS: R. Reinert moved to approve the minutes from the August 27, 2009 meeting. S. Olson seconded the motion. Motion carried.

DISCUSSIONS:

1. Database Projects Calendar

K. Dunker reviewed the October 2009 calendar of database projects. Which included the following:

October

- Libraries work RIS for "In Transit" and "Hold expired" items
- Adding copy records or items to serial bibs
- Requests on unavailable items
- 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
- *Review of bad indicators*
- *Deletion of bibs with no holdings*

2. Report from the Administrative Council

K. Steiner reported that the Admin. Council approved the following Database recommendations:

- 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.
- 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.
- F. Procedures for handling lost and in transit to fill request items as documented.

3. Reports from the ILL Committee – S. Olson

S. Olson reported on a survey that she sent out to VLC and White Pine members. She received 24 responses with 6 from White Pine members. Only six responses were interested in sending a letter to MLC/ProMed. Two responses were interested in establishing a "best practices" committee to deal with delivery issues. Some suggestions were made if a letter is sent:

- A. Smaller routes and larger delivery vehicles
- B. Replace and/or clean totes and bags
- C. Train sorters

Most respondents were satisfied with ProMed's reporting forms. Several respondents reported having trouble getting items to and from Lapeer District Library and Ruth Hughes Memorial Library.

Two libraries suggested taking digital pictures of damaged material and/or dirty bags to send to ProMed.

Three libraries said that it often takes 6 weeks for items to arrive or be returned.

Several respondents noted that the Delivery service has improved over the last year. This was attributed to less turnover of drivers.

Some members noted that shortly after complaining to Promed they received an unusually large shipment.

S. Olson will meet with the ILL Committee to decide what the next steps to take will be.

K. Dunker noted that with Horizon 7.5, the VLC has more information on in transit items that may help discussions with Promed. Discussion continued on the recently passed procedure on dealing with items in transit that cannot be found. Consensus was reached to implement the procedure.

4. New Type of Mailers for Notices

A. Langlois spoke about a new type of mailer that they are using at Lapeer. They are in an 8.5 x 11" format that can be used with a laser printer. The notice is then folded in thirds and is self-adhesive. The mailers cost \$.10/each. Lapeer is happy with them. If other members want to test them, they will need to contact the VLC to change the notice set-up that they currently have.

5. Horizon 7.5 Request History

Horizon can now keep a history of requests. This information can be accumulated and purged after a certain length of time. The settings are Consortium-wide. Members need to be aware that this information could potentially be available to the authorities under the Patriot Act. Several different reports could be distributed by the VLC, including Requests by Collection, Requests Placed by Pickup Location, Average Request Age, Average Transit Days, and Average Hold Shelf Age, etc. Samples of reports will be posted on the VLC website so that members can review the information with their staffs. This issue will be discussed at the next meeting.

6. Horizon 7.5 Questions and Comments

K. Dunker asked if members were getting "deadlock" errors on their Horizon client screens. If this is happening staff need to immediately report the error message and what they were doing at the time they received the error. If staff is being kicked out of Horizon, it needs to be reported immediately to the VLC. If it happens after hours, send an email to the VLC with the pertinent information.

S. Olson reported that she noticed slowness when placing requests in HIP and Horizon. Changing an item to "trace" was also slow.

A. Langlois said liked they way Distribution Patterns worked in 7.5.

ANNOUNCEMENTS:

K. Dunker reminded members to get ILL bands if they need them. She also asked that if members use one type for both AV and Book material to please contact her. MelCat cannot handle that situation with their new policies concerning lending of AV material.

Next meeting: **Thursday, October 22, 2009**

Meeting adjourned at 11:19am

Minutes prepared by K. Steiner