

Valley Library Consortium
Minutes of the Database Committee
April 22, 2010

Present: Mary Schultz and Ron Suszek (Midland); Ann Wooden (Delta); Kay Dunker, Karl Steiner (VLC); Ruth Ann Reinert (PLOS); Paula Pashak (BCLS); Becky Grai (Northwood); Bruce Guy (Gladwin); Rose Rice-Gutierrez (Bridgeport); Jane Himmel (Pigeon); Kelli Lovasz and Pat Lange (North Branch); Debbie O'Brien (Caro); Kristen Valyi-Hax (Ruth Hughes); Rebecca Grai (Northwood).

Chair D. O'Brien called the meeting to order at 10:06am.

ADDITIONS TO THE AGENDA: None.

DECISIONS:

1. J. Himmel moved to approve the minutes from the February 25, 2010 meeting. P. Pashak seconded the motion. Motion carried.

DISCUSSIONS:

1. Database Projects Calendar

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

May

- Libraries work RIS for "In Transit" and "Hold expired" items
- Serial/Mono clean up and maintenance
- 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
- Weekly duplicate ISBN report
- *Deletion of bibs with no holdings*

K. Dunker mentioned that we need a new list of titles for the serial/monograph project. All suggestions welcome.

2. HIP Format Icon for pictures, etc.

A new format is being cataloged which is qualified as a "two-dimensional non projectible graphic". K. Dunker found a camera icon to use with these items, but asked for suggestions as to what to call it. The word "images" was suggested. The issue will be decided at the next meeting.

3. Training Videos

K. Dunker asked if people had suggestions for videos that could be made on other topics. None were offered.

4. Hold Slip Printing

With a program from Alpha-G Consulting holds slips can be printed in different size fonts on receipt printer paper and then used to attach to items on hold. The larger font would make it easier for staff to receive the material for the patron. B. Guy said that he might be interested in the software in addition to eight other libraries that were interested at yesterday's Admin. Council meeting.

5. Hold Expiration Date

K. Dunker reminded members that the hold expiration date could be added the hold slip since the upgrade to Horizon 7.5. There are other fields that can be added to circ. slips, so if members would like they can contact the VLC for help in customizing the circulation slips.

6. ACRN Notice Block

This block is used for members who wish to send an address correction notice to borrowers. The printed notice for this block works fine, however the email notice version does not print the notice language. If a comment is added to the block, then the email contains the full information plus whatever comment was added. To solve the email problem there are 3 alternatives:

- A. Always add a comment – appropriate for the patron to view
- B. VLC can change the block so the notice never prints
- C. We create a new block (such as “adchn”) that does not contain the letters “acr” in the block name, which corrects the blank email problem. Bay County is interested in creating a block that would not show to users in HIP

The issue was tabled until the next meeting by which time they will get input from their staffs.

7. Horizon and Windows 7

Horizon 7.5.1 due out in the fall of 2010 will be compatible with Windows 7.

8. Items flagged for Request

Members are not working this report that is crucial in getting materials to patrons with items on request. There is a description of the process to be used in working the report on the VLC website. K. Lovasz said it was important to work the report quickly so that the member owning the item could have a chance to submit a claim to Promed before the 60-day window for filing claims expired. This issue will be discussed at the next meeting. However, the existing policy says libraries should wait 3 months before billing the borrowing library.

9. Changing Passwords

K. Dunker said that ALL user passwords would need new passwords. A sheet with each library’s user passwords will be sent out. The changes are scheduled to be made on June 15 & 16 (subject to change based on the actual date of retirement for the Exec. Director. Return the new passwords by email. If you don’t get passwords to the VLC by June 16, or the passwords do NOT meet the VLC criteria, then the VLC will assign passwords. Full instructions will be sent out with the user passwords.

Jon Enge will also be contacting members to change the Sybase passwords for each library.

Next meeting: May 27, 2010

Meeting adjourned at 11:25 am

Minutes submitted by K. Steiner