

Valley Library Consortium  
Minutes of the Database Committee  
February 25, 2010, 2010

Present: 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); Bruce Guy (Gladwin); Cindy Hix (Bridgeport); Jane Himmel (Pigeon); Kelli Lovasz (North Branch); Jessica Moore (Marlette); Debbie O'Brien (Caro).

Chair D. O'Brien called the meeting to order at 10:09am.

ADDITIONS TO THE AGENDA: None.

**DECISIONS:**

1. J. Himmel moved to approve the minutes from the January 28, 2010 meeting. R. Reinert seconded the motion. Motion carried.
2. R. Reinert moved to add the collection code and Itype to the CKI view. N. Pretzer seconded the motion. Motion carried.

**DISCUSSIONS:**

1. Database Projects Calendar

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

**March**

- Libraries work RIS for "In Transit" and "Hold expired" items
- Change incorrect heading of "Talking books"
- Misspelled word in transcribed fields
- 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
- *Misspelled words in authority fields*
- *Deletion of bibs with no holdings*

2. Duplicate ISBN Report

Four reports have been sent out so far. The first three contained 60 duplicate ISBNs. In the first 3 weeks 15 bib records have been eliminated. People need to work the report by moving their holding to the correct bib. DO NOT merge any records. Use the "re-link" command instead of deleting and re-creating the item record. This will maintain the statistical information associated with the item.

3. Video Training

K. Dunker asked if people had had a chance to view the videos. Most had not. Members should look at the videos and give feedback to K. Dunker concerning their usefulness and other topics that could be covered.

4. Deleting Holdings from OCLC

For members who are not White Pine members and who are getting records directly from OCLC, the VLC can, create a file of deletes which the member can then send to OCLC to have records deleted in a batch. For full OCLC members (for free) the VLC can also create a file of adds that can then be sent to OCLC.

This catches things that members have attached to directly on Horizon without first downloading from OCLC.

5. Borrower Record Problems

K. Dunker will send out a report that contains over 600 borrowers whose name and address are not in all upper case as required by VLC standards.

6. Timeline for Deleting Melcat Borrowers

Members agreed that VLC should send a file of lost borrower barcodes once a month to Melcat. The barcodes sent will have been lost for 30 days. The delay in sending the lost barcodes will hopefully avoid patrons trying to checkout items out on an invalidated Melcat barcode.

7. Maintaining the Horizon Calendar

K. Dunker suggested that members keep only 6 months back and 6 months forward of exception days in the Horizon calendar. She also reviewed how to delete exception days and when to create an exception day for a day the library is closed because of snow. Snow days on the calendar should be made before other staff logon the morning after the snow day otherwise the snow day won't be effective for those staff (or if staff have already logged on have them logoff and back on to have the snow day take effect).

8. Database Standards & Procedures Committees

The subcommittees covering acquisitions, cataloging, circulation and interlibrary loan need to meet soon so that their findings can be presented at the May Database Comm. meeting.

**ANNOUNCEMENTS:**

A. Langlois will be meeting with a Promed VP and some other Mel Delivery users to resolve delivery concerns.

D. O'Brien asked that other libraries borrowing Caro material not set them to "claims returned".

M. Schultz asked if anyone was using Windows 7. GADML cannot get Melcat to work with Windows 7. It is not supported for use with Horizon. R. Reinert asked the VLC to report when Windows 7 will be certified to work with Horizon.

EnvisionWare eCommerce Demonstration (payment with credit cards immediately reflected on the Horizon patron record) – March 18<sup>th</sup>, 10am at the VLC

Hold Slip Printing demo – online on March 24, 2pm

Please register with an email to **k.Steiner@vlc.lib.mi.us** by March 12 for both of the demonstrations.

Next meeting: March 25, 2010

Meeting adjourned at 11:05 am

Minutes submitted by K. Steiner