

**Suburban Library Cooperative
System Managers' Meeting
January 8, 2008
Conference Room - 9:30 A.M.**

Meeting called to order at 9:30 AM

MelCat –

- The main extract of Bib records was sent to the Michigan Library Consortium (MLC) for error checking on 12/17/07.
 - 728,795 catalog record(s) printed.
 - 728,817 bibliographic MARC record(s) printed.
 - 2,120,616 item record(s) printed.
 - These records were checked by MelCat for errors.

- A new manual extract of user data was sent to MLC on 12/30/07 to replace the out of date file sent in October, 2007.
 - 359,105 user status records considered 297,861 selected
 - 258 records were found with 'invalid location code' and were corrected on 01/03/08. Errors included:
 - 35 – due to dropdown box errors for library.
 - 3 – for having double quote marks (") in the patron name field.
 - 5 – for wrong profile (again, possibly dropdown box errors).
 - 214 – with non-participating libraries included.

Please do not enter "quotes" around a patrons name in the name field as this created many of the errors stated above.

- An extract of user data containing the corrected records was sent on 01/03/08. A 'gap' file is scheduled to be sent to MLC on 01/11/08, which will contain any changes in the Bib records since 12/17/07. An automated daily extract of Bib data will be scheduled to start on 01/12/08. This file will contain any Bib activity from the previous day.

The MelCat system is scheduled to be 'turned on' for full use on 01/11/08. While the MelCat system will be usable, we will not be advertising it's availability to our patrons for a while, as discussed.

MelCat Reference Notes – The following draft quick reference guides are submitted for your use/review. Please send Vicki an email with editing requests for the quick reference guides by 1/14/08.

- MeLCat Borrowing Quick Reference
- MeLCat Lending Quick Reference

The MeLCat manual has detailed screen snapshots for training new staff members.

MeLCat Discussion:

Check MeLCat first before OCLC.

SLC will be placed at the bottom of the distribution schedule for a few months to keep requests to a minimum until we are more familiar with the system.

Question: What do we do if a patron holds a book through MeLCat instead of through iBistro? The hold cannot be deleted, because the system will just pick the next library in line to hold the book. Libraries need to educate their patrons and encourage iBistro usage.

Question: Can we keep a dialog going for any questions/problems? Yes, send an email to system-managers@libcoop.net

SLC is working on purchasing a combination bubble envelope for all MeLCat items. Use white Tyvek envelopes with a bubble bag insert for MeLCat delivery now.

ProMed Delivery Procedures – Procedures distributed.

Thank you to the committee for producing SLC delivery procedures and Lynn Minor for taking notes and compiling the procedures.

Please complete a thorough shelf check so that SLC can settle with ProMed on missing items that are missing/lost.

Bins are coming in dirty and are different sizes. SLC will follow up with ProMed to get more “clean” bins to libraries.

UPL closes at 4:00 pm on Fridays and is not getting delivery. Contract hours with ProMed state 9:00 – 5:00 pm. SLC does prepay service for 5 days a week and will contact ProMed regarding this issue.

Please send Darlene Paquette your ProMed delivery labels sorted by color and rubber banded on a regular basis. Email paquettd@libcoop.net a list of labels that you need a week before each System Managers meeting and they will be ready for pickup at the meeting. Make copies of the labels if you run out before the System Managers meeting.

Cataloging – Smart port is downloading good records but TPL & ROG Records are not being marked new.

Some libraries are having difficulty with periodicals and not being able to access them to update or modify the controls. Lauren has instructions to walk you through this problem. Contact Lauren via email boggs@libcoop.net or call her at 685-5762.

Lauren is still looking for the owner of a “Tai Chi” DVD that was not labeled from a library. Please make sure your staff labels items that are to be cataloged.

Round Robin

- CHE – Who do we contact for database questions? Ken Valyi-Hax is handling database questions. SLC will work on a list of database contacts to post on our website.
- SCS – Book from TPL that I didn't check out and it is passed the day that it is suppose to go back and it still says in transit. Has SLC looked at this issue?
- MPL – If a patron does not have an email address they do not get a notice when they have a hold. Mt. Clemens library has procedures to manually pull records after seven days and contact the patron.
- TPL – Patrons complaining that they did not check books out. We think that books are being check out on the previous patron card number.
- MPL – Does everyone get Federal & State Tax forms? Forms are available online,
- SBL – Will SLC be having Circ Training soon? Do you have a Circ Training cheat sheet?
- CLL – can patron download onto iPod. Yes, most libraries allow this as long as the patron knows how. Patron Cards are coming in at the end of January.

Meeting adjourned at 10:15 AM

Next Meeting: Tuesday, February 12, 2008 at 9:30 AM at SLC
If you have agenda items, please send them to slcstaff@libcoop.net

Attendees

Smith	ARM	Murray	CLL	Minor	CHE
Price	EPL	McGee	EPL	Cousineau	FRA
Couck	LEN	Murawski	LWM	Goike	MPL
Blevins	ROG	Harvey	RSV	Burgeson	SBL
McKinney	SCS	Orlando	SCS	Les	SHL
Horn	TPL	McQuaid	TPL	Doege	UPL
Urban	WCV	Boggs	SLC	Frezza	SLC
Paquette	SLC	Woodford	SLC		