

System Managers' Meeting August 14, 2007

Barcodes – Kristen announced that the new barcodes are in and available from Darlene Paquette; Please pick them up after the meeting.

CD Cases - CD cases are available to member libraries through a group purchase by SLC. Prices are in most cases, lower than when a library orders them alone. Please contact Darlene Paquette at (586) 685-5750 for information.

Authority Processing – Sirsi has been contracted to process our authority records after several years. They removed thousands of old records to clean out our databases. Processing will be continuing on a quarterly basis on an ongoing basis; this will make the process much faster in the future since only new records will be handled and processed.

Helpdesk Software – The Cooperative is investigating helpdesk software called “*WonderDesk*”. This software will allow the libraries to send a tech request to the SLC via an online form, and will allow the tracking of the status of any trouble call and create useful statistics. Library staff can also still call SLC for help. To see a demo of this software, you can go to <http://www.wonderdesk.com>.

9XX Ordering – After many months and much trial and error SLC and member libraries, we have been able to install 9XX ordering for those libraries that are using acquisitions through Sirsi software. If you are interested in using this process to order, please contact the SLC for help in setting up the correct reports.

Hold Shelf – The time for holds on the shelf at member libraries is currently 9 days; it used to be 7 days. Do we want to change back to 7 days before the items are marked to be returned?

Discussion:

- Because of the delay in getting the mailers at the libraries (especially those printed on Saturday), There has to be at least 9 days.
- Is there a possibility for the libraries that still use mailers to print their own? *Yes, each library would have to get a tractor-feed printer.*
- Is it possible to print the notices on regular paper? *In theory YES, but the addresses wouldn't necessarily fit in window type envelopes.*

Decision is to stay with the 9 day delay for Hold Shelf items for now.

Also discussed were the Bounced Email notices that are printed by the SLC. The question was could these notices be sent via email to the libraries, rather than having them sit in the mailroom over the weekend. *Yes, as long as all of the libraries are willing to do so. Charlie collected the email addresses that the bounced notices should be forwarded to.*

SCS Jobs – St. Clair Shores personnel department received 660 applications for the 2 jobs that were advertised.

Macy's Museum Project – Macy's is working with 105 local libraries and 17 arts organizations in a program called *The Museum Adventure Pass*. A pass for 4 people to visit one of the institutions may be checked out for a 1 week period. Each library can issue 5 passes / institutions per week. SLC suggests using the ephemeral checkout wizard for these passes. The patron selects the institution from a display that will be supplied by Macy's and takes the item from the display to the circ desk. Circulation personnel should print/write museum name and date on a large brightly colored card and give to patron. Each library needs to track how many passes per week they have issued; they could use an accordion file to keep the display items in each week.

State Librarian's Visit to SLC – The State Librarian visited SLC on Monday, 8/14/07. She wanted to talk to SLC's member libraries to find out how SLC helps them to operate. She mentioned that she needs this type of information when meeting with various Michigan Congressional committees.

Round Robin

UPL – Patron returns AV materials from another library and complains or notes that there was a problem with the item; when processed, Workflows shows a hold at another library. Do we send it on with a note or return to the owning library for checking? *Return to the owning library with a note that explains the damage or complaint – please make this note very large and noticeable.*

LWM – Are the Gale database lists ready yet? *Kristen is working on the list for each library right now.*

RAY – Ray Township library is almost ready for business; they have been issuing cards to patrons and charging books. They will go into full business mode September 4th. They is one more cataloging bee at RAY on Wednesday, 8/15/07

CHE – In iBistro, the "look inside" tab isn't working. *SLC has opened a ticket with Sirsi regarding this problem and we are waiting for an answer back.*

CHE – Can we turn off the hold queue number in iBistro considering that it is not accurate in anyway. *Since a number of libraries want it on, it has to stay on.*

CHE – Can SLC put a disclaimer on the iBistro page that says that the hold queue is not an accurate count on when a patron can expect their hold? *Yes, Kristen will work on disclaimer language to go on the iBistro page.*

SHL – Why do we have to use 2 ISBN numbers when creating bib records? *The two ISBNs are used as match points on the system when processing. Kristen suggested that we set a standard of placing the 13 digit first and the 10 digit last. TPL and ROG will also let SLC know how their records are formatted by Brodart and B&T.*

CLL – Is there any word yet on the ProMed plastic bins? *NO.*

CLL – What can be done if we run out of library cards? *Temporary cards can be made from card stock and book barcodes.*

RSV – Re missing in-transit items from ProMed: Supposed to be able to bill ProMed after 6 weeks. After sending the bill for around \$250 in missing items from December, we have been getting a runaround, being transferred from person to person. *Kristen will take this up out of the ProMed area, and bring it to the MelCat administration level*

CHE – ProMed has been using their library as a temporary depot for bags of books, with one dropping off in the morning and the other picking up later that evening. This has also been happening at a number of other libraries. *Kristen will investigate the problem.*

Next Meeting: Tuesday, September 11th at 9:30 AM at SLC

Attendees

Smith	ARM
Kirsten	CHE
Minor	CHE
Bernieri	CLL
McGee	EPL
Price	EPL
Crouch	FRA
Gillis	HPW
Couck	LEN
Murawski	LWM
Goike	MPL
Larsen	MTC
Graham	RAY
Blevins	ROG
Swanwick	ROG
Harvey	RSV
Burgeson	SBL
Les	SHL
McQuaid	TPL
Doerge	UPL

Nocita	SLC
Valyi-Hax	SLC