

## **System Managers' Meeting April 10, 2007**

**ILL** – Kim Shearer introduced the new web form for ILL requests. This will replace faxing SLC. The URLs are <http://www.libcoop.net/ill> and <http://www.libcoop.net/ill/renew>. This will start on Monday, April 16.

Vicki will put holds on incoming OCLC ILL items. They will show up on the pull holds report, with a library of SLC. The user ID is SLCILL. These can be placed in delivery and treated like any other hold. This will replace faxing requests from SLC to the libraries.

Vicki needed a library to test, and CHE volunteered.

CHE asked if the web form could echo what had been submitted on the screen after the submit button is pressed. Yes, Chris did that.

SCS asked for step by step instructions.

TPL asked if patrons would be able to use this web form, and the answer was No. MeLCat is for patrons.

SBL asked if items will need to be discharged when returned. Vicki will discharge them at SLC, so you will need to receive them from transit.

**MeL Delivery** – Tammy has been calling or e-mailing ProMed weekly. They have been clearing all materials every day. ProMed is currently negotiating with the state for another three year contract.

LEN commented they've been getting delivery every day. In general, things have gotten better.

Tammy said they are considering buying bins for AV if they get the renewal. The new slips do not have the return address, so they are easier to reuse. ProMed has been tracking the number of bags taken from and delivered to each library every day.

Please fill out the web form if you have an issue.

RSV noticed about 3 or 4 missorted items in each bag she helped check in yesterday. She asked that staff please use the bubble bags for AV items.

Tammy asked if more bubble bags were needed. They are needed, and the co-op will buy more bags.

SCS circs CDs in a canvas bag. One group of 14 CDs in a canvas bag was returned to another library, and put in delivery, in the canvas bag, without bubble bags. All 14 cases were smashed. This is an SLC issue, not a ProMed issue. The co-op will reimburse for those broken cases.

SHL asked why the new slips have a date field. This is because items returned to CMPL absolutely must have the date put on them.

WCV asked what happened to all the canvas bags the co-op bought from MCL. SHL uses them only for sorting, but the only other library that sees them is TPL, who sends them back out. Tammy will ask ProMed what happened to them.

**MeLCat** – Kristen reported that training has started, and we are on course for going live on April 30.

CHE went to training last week. Since we must permit renewals on MeLCat items, can the loan period in Unicorn be changed to 52 days? Yes, Kristen will do this.

CHE asked if there would be MeLAV and MeLBK item types for the brief records we must create. Yes, there will be. CHE asked these be set non-renewable, so that patrons cannot renew these items in Unicorn. Kristen will do this.

ROG asked how many times MeLCat patrons can renew an item. The answer is once.

SHL asked if there would be a link from iBistro. There will be, just like for MiLE, but not right away.

CHE asked if MeLCat would be staff mediated only at first. In theory, yes, but patrons are already finding it.

**Self-check PC** – Kristen said that another Sirsi customer figured out how to lock down a PC, and turn it into a patron self-check machine. Is anyone interested?

SCS asked if this would require another \$6,000 WorkFlows license. Kristen has not yet discussed this with Tammy.

**Patch Cluster 5** – We will be installing Patch Cluster 5 this Thursday, after 9 pm. This is supposed to resolve a number of issues we have been having. There will be some changes, particularly in wizard names and in the properties of the charge and discharge wizard. Some of the changes we know about are;

- Mark Item Missing and Mark Item Lost wizards will require another step to really mark items missing or lost.
- The disappearing cursor issue is supposed to be fixed.
- New List Purchase Alerts with Demand Management report, which is for hold to local items ratios.
- Improved receipt printer support.
- Cutting and pasting from the glossaries now works.
- Item Search and Display has been tweaked. You can now CTRL-Tab between tabs. Helpers are in a file menu, so you can get to them with keyboard shortcuts.
- Font settings can be changed.
- New symbol table, for inserting special characters and diacritics.
- New window display options, in the Window menu.
- Lots of Acq changes.

- Outreach all wizardized.
- New behavior in Place Hold Wizard to permit placing holds for the same title for different patrons, without having to search again.
- Print Report now has an updated path to WordPad.

Please check your properties and behaviors before the upgrade, and prepare staff for Friday morning. Please call the co-op computer room with any issues.

**Round Robin** – TPL has had interviews for director, but no choice has been announced yet.

SCS asked if a receipt printer would be needed for the self check PCs. Possibly.

SCS expects three full time clerical staff to retire by the end of June. These are city civil service jobs, so anyone who is interested should watch the city web page.

ARM thanked SCS for the idea of the cart for delivery forms.

WPL asked how the self check PC would handle desensitizing items and locked AV cases. Those items would probably have to be brought to the circ desk.

SBL asked what color slip would be used for MeLCat delivery. It doesn't matter, as long as the slip has the MeLCat logo. The state could not find a color that was not already being used by someone for something.

ROG asked if the upgrade would allow printing of what a patron has checked out. Hopefully, receipt printing will work more smoothly with this update.

ROG asked how close Ray Twp. was to opening. We don't know.

**Next Meeting** – May 8, at 9:30 am, at SLC.

**Attendees**

Smith	ARM
Kirsten	CHE
Minor	CHE
Bernieri	CLL
McGee	EPL
Price	EPL
Cousineau	FRA
Couck	LEN
Casamer	MCL
Goike	MPL
Graham	RAY
Blevins	ROG
Swanwick	ROG
Burgeson	SBL
Orlando	SCS
Woodford	SCS

Les	SHL
Horn	TPL
McQuaid	TPL
Urban	WPL
Harris	SLC
Potter	SLC
Shearer	SLC
Turgeon	SLC
Valyi-Hax	SLC