

## **System Managers' Meeting** **Aug. 10, 2004**

**MiLE and MeL Delivery** - Tammy passed out two handouts, one a list of TLN libraries and their codes and another on how to create labels.

The 'from' address on the labels will always be SLC. Please continue to use the purple bands.

The web page does not show cooperative members. Pro Med, the delivery company, is working to make co-op members searchable. For now, it is necessary to pick the co-op, then to find the library in the sub-library list. A search on a blank field will bring up the entire list.

Put in all the library names you need labels for, up to 6 names (one sheet of labels). If you are using a partial sheet of labels, you can click on the picture of the sheet of labels to mark section of the sheet where there are not labels.

Labels can be printed on regular paper, if enough tape is used to really secure them.

All items will have to be packaged. Please do NOT use rubber bands. They can break, which will lead to lost items.

Packaging will be discussed at the next MiLE Board meeting, on August 25. We will start packaging items after that meeting. For now, please continue with current procedures.

SLC has bought white envelopes to put MiLE items in. We will also get labels. These will be sent out after the MiLE Board meeting.

Put packaged items in your normal delivery bags. The delivery staff will sort them, and put them into the MeL delivery bags. Items will no longer have to go to Troy, although since using MeL delivery is not required for MiLE libraries until October 1, there will still be items arriving via TPL until then.

If you lose materials, please let Tammy know. There is a form to fill out, and she'll talk you through it.

### **Missing Multi-piece Items Process - Is this working?**

SCS pointed out that CMPL cannot follow these procedures, since they are not on Unicorn.

UPL commented that the biggest issue is that staff are not checking items for missing pieces before discharging them. She also asked if the circ notes will ever work as they are supposed to. We think this will happen with Unicorn 2004.

ROG would like an alert on missing pieces items when transiting items in. Tammy will ask Sirsi if this is possible.

It was decided to continue using the pink slips and this procedure, and to revisit the issue in 6 months.

**Serials Claiming** - SHL is using serials claiming. It is working fine, although they do not use the system to file claims, just to create a list of which items need to be claimed.

If you wish to use this, you must put serials vendor records for all serial control records. Then it will work for all items not already expected.

Kristen will be glad to help get this set up, or e-mail [slcstaff@libcoop.net](mailto:slcstaff@libcoop.net).

**Standing Orders** - Kristen has been working with Sirsi on this. If you use Acquisitions and wish to use this, call Kristen. She'll come out and train staff.

**SVA** - This is the replacement for Talk To Me. Tammy and Kristen talked with Sirsi, and the date for implementation has been pushed back. The new server will be set up on August 19. Depending on how that goes, we'll go live with SVA sometime after that date. There should not be downtime.

We will have a little more control over the message. We are not sure yet if it will be possible to get individual library names in the message.

**New Production Server** - It's here. At 6 pm this Friday, we'll start the switch to the new server. We are not sure how long it will take. iBistro and Workflows will not be available Friday evening. Saturday morning, the system will be available. You should notice no changes. If there are issues, please call the computer room or e-mail [slcstaff@libcoop.net](mailto:slcstaff@libcoop.net).

**Cataloging DVDs from TV Series** - We need a consistent way to catalog DVD sets from TV series. Some libraries are creating a bib record for each disc, some are using a single bib record for the season.

We decided to use one bib record for each ISBN. If you wish to put a barcode on each disc, you can use (DISC 1) in the call number in the copy record.

**Round Robin** - TPL is still seeing a user cat 3 of TPLWORK showing up on all their patrons who do not have CORD or SCHOOL in that field. Lissa will remove this for all TPL patrons with a zip code in Troy.

TPL would like to know which of their patrons do not have a Notify\_Via of phone. Lissa will change all TPL patrons to notify via phone.

CHE had a patron notice two serious display issues in iBistro. If titles are long, she cannot distinguish between them or between formats. If the barcodes were listed, she could track items more easily. Also, when she is placing holds in iBistro, she cannot tell which format an item is without going into the detailed display.

RSV asked what people do with the lost/assumed report. Most do a shelf check. MTC makes sure the prices are correct, before the patron goes to debt collection. ARM makes sure the patron was notified.

MCL asked that staff be reminded to handle lost payments for other libraries' books properly, and that notes be put in the patron record.

LWM asked if the policy that cash should not be sent through delivery had changed. It has not - please do not send cash through the delivery. The delivery staff are not responsible for any cash (or checks) that do not make it to their intended destination. Checks are ok, but the risk is on the sending library.

CLL asked if there will be a Workflows enhancement so that repeated searches on the same fields won't have to be done when placing multiple holds for a patron on, for example, one author. This is supposed to be in Unicorn 2004.

SCS asked why the gateway timeouts are happening. This is what is causing hold pickup locations to be inconsistently set to WAM from where they should be. Lissa has been working on this, and has not yet found a solution.

SCS asked if setting the timeout to something like 10 hours would solve this. SLC staff will investigate if this might cause other issues.

SCS patrons have been puzzled by their alt IDs showing in the hold confirmation screen when the gateway has improperly reset. SLC staff will change the gateway configuration so that the SLC gateway will not display the alt ID, either.

ROG asked what the dates for the next upgrade are. Tammy doesn't have exact dates. This Friday, the new production server will be put into production. We'll wait 30 days to make sure there are no hardware issues. Then the upgrade to Unicorn 2003.1 will be scheduled.

ROG said that Envisionware is up and running well at both libraries.

TPL asked if all the 6 digit alt IDs had been changed. Most were. Some were missed if there was no Driver's License in the patron record.

Next Meeting - September 14, 2004, 9:30 am at MCL.

#### Attendees

Blevins	ROG
Brodak	TPL
Burgeson	SBL
Casamer	MCL
Couck	LEN
Doege	UPL
DuMouchel	MCL
Eick	RSV
Goike	MPL
Graham	SCS
Harvey	RSV
Hoffmeyer	MPL
Horn	TPL
Kelly	LWM
Kirsten	CHE
Knecht	WAM
Larsen	MTC
Lasky	SHL

McNair	CMPL
Minor	CHE
Morian	CMPL
Orlando	SCS
Powell	LWM
Radachy	SCS
Russ	CLL
Smith	ARM
Sterling	EPL
Taskin	ROG
Wilkins	CHE
Urban	WPL