

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

**MelCat** – Kristen explained that due to a glitch in the server install for the State IT group, we still do not have a go-live date for startup of MelCat. Instructions will be sent to all member libraries as soon as we have a date.

Kristen was asked about more MelCat training; she said we will try to hold off additional training or refresher sessions until closer to the system go-live date.

**MEL Delivery** – ProMed has been signed to a new contract. They have promised to supply bins for all material. There is a shortage of blue delivery bags; according to ProMed drivers they are on order. Also, at least 40 of the old “white canvas” delivery bags were given to ProMed – where are they? Kristen will investigate.

**Authority Processing** – Sirsi has been contracted to process our authority records after several years. They will be removing the 949 and 938 Marc tags as well. Please do not edit bib records during this processing as any of your changes will be removed; you can add new records if necessary or send the ISBN or OCLC WorldCat number to Lauren here at SLC for addition to the system.

Processing will start today, July 10 and continue through July 31, and then the updated records will be reloaded into the Sirsi server. On Saturday, August 4<sup>th</sup> the rebuild will commence at 6:00 PM and run through the evening. It should be completed before anyone opens on Sunday (estimated time to process the rebuild is 8 to 12 hours).

If for some reason the processing is not completed by opening time, Workflows will still be operable; iBistro will be out of service and searching functions for the reference librarians will be unavailable but staff will be able to charge and discharge materials in a normal fashion.

**Self Serve Stations** – Home brew self serve stations are being investigated here at the SLC. Ken has been assigned to work on this project and he is using some of the old computers from SLC. The unit will have only Workflows on it for checking out materials. We plan on having some working models by the end of July or by the next System Managers' meeting. Volunteers to trial these units are TPL, SCS, SHL and possibly MCL.

**Garbled SVA** – No new complaints were received about the voices or the calls after we made some changes. SLC will continue to monitor for problems.

**SirsiDynix Password Change** – The PIN changes have been completed for all but two libraries. Libraries can send their info via email (preferred) or call them to the computer room staff.

**Envelopes** – Please return the envelopes you receive bounced email notices and mailers to the SLC for re-use.

**Serial Records** – The OCLC serials list needs to be updated (it has been about 2 years since the last update). We ran two reports for each library which will be found under your Sysman Account: XXX Serials Bib List & XXX Serials Controls (where XXX is your Library code).

Take a look at the XXX Serials Bib List and note which titles you no longer subscribe to. Do a search in Workflows to find out how many item records you still have attached to this title record. Check them out to your library's Discard user. If the item already has a current location of DISCARD, it probably has bills or holds attached. Another reason why it may not be removed is because your library's copy is the last one, and another library still has a serial control record attached to the bib record. As soon as that serial control record is deleted, your item will be discarded (as long as it is checked out to the Discard user).

Next, look at the XXX Serials Control list. If you see any serial control records for magazines you no longer subscribe to, please delete the Serial Control record. If the system tells you that you have issues attached, you can still delete the Serial Control Record.

If you would like to review the instructions for dealing with removing serial records, you can view the document at this URL:  
<http://www.libcoop.net/instructions/end%20of%20year%20serials.pdf>

There is no due date set for this project completion; we will wait to hear from individual libraries before looking at OCLC.

## **Round Robin**

CLL – Is there a way to stop new serials from being checked out? *Possibly, Kristen will check.*

Can an alarm be set when a pop-up window opens? *Yes, but each computer requires speakers and a sound card.*

WPL - Can a parameter be set to limit the maximum charge limits? *Have to investigate.*

TPL – Playaway returned to them with no identification that it was library material (WPL). No ear buds in case. *Each library decides how to distribute Playaway items and accessories.*

SBL – Transit flags – Libraries can still order new flags from the SLC or can make their own. SLC will supply blue and white paper? Yes.

SCS – Items on Clean Holds Report actually show “In-Transit”; can the Clean Holds report be an actual list instead of an “action item”? *Kristen will check.*

Two job openings – one head of Circulation and one part-time Circulation clerk. Applications have to be in by July 27 on official City application forms.

EPL – Has received magazines that are folded, spindled and mutilated in the delivery process. *Please ship magazines in an envelope so they don't get damaged.*

WPL – What is the policy for broken CD / DVD cases? *Send info to SLC for reimbursement or replacement.*

EPL – Is anyone else finding missing music CDs? *Please keep track so we can investigate if needed.*

Renewal screen – can it be made larger than 5 items in size? Discussion about scrolling problems and areas of wasted space while the actual windows are limited in size. The windows also “snap” back to the top so you can't see the most recent item scanned in. *Kristen will investigate if anything can be done about the above items.*

Estimated items/Bills don't match Actual Items/Bills; also, system won't accept payments for “estimated amount”. *Workflows requires that the item be checked in some manner before it becomes an “actual” amount and accepts payment.*

SLC – Cataloging Bee at Ray Township Library on two days; please attend if you can on one of the days. Lunch and snacks will be provided. Dates are Saturday, July 14 from 10 AM to 1 PM and Wednesday, July 25, 9 AM to Noon.

**Next Meeting:** Tuesday, August 14<sup>th</sup> at 9:30 AM at SLC

### **Attendees**

Smith	ARM
Kirsten	CHE

Minor	CHE
Bernieri	CLL
McGee	EPL
Price	EPL
Cousineau	FRA
Gillis	HPW
Couck	LEN
Murawski	LWM
Erlich	MCL
Goike	MPL
Graham	RAY
Blevins	ROG
Swanwick	ROG
Burgeson	SBL
Orlando	SCS
Les	SHL
Pierce	SHL
Horn	TPL
McQuaid	TPL
Doege	UPL
Urban	WPL
Nocita	SLC
Valyi-Hax	SLC