

System Managers' Meeting June 12, 2007

MelCat – Kristen explained that we do not have a “go-live” date yet for startup of MelCat. She had asked them to hold off until she came back from vacation. She will be calling to get a date this week. Instructions will be sent to all member libraries as soon as we have a date.

Darlene has laid out sets of labels and materials for each of the libraries in the training room.

RSV asked how long each library will have to play with MelCat software; Kristen thinks possibly a few weeks but we don't want to delay the startup any longer than necessary.

? asked for more MelCat training; Kristen says we will hold additional training after the system go-live date.

SirsiDynix Password Change – It's time again for member libraries to change their PINS for all logins and overrides. New pins should be at least 6 characters long; it is suggested that the pin should have both alpha and numeric characters for security reasons.

The PIN changes should be completed and transmitted to the Coop by Friday, June 29, 2007. Libraries can send their info via email or call them to the computer room staff.

Kits – Circulation Holds – Kits (i.e. Book and CD set) had individual barcodes; Problem was at ???, but is ok now.

Bubble Bags and Flags – Keep using the bubble bags and flags. Please return flags to sending libraries when possible for reuse.

Rosemary (SCS?) said that the bubble bags she sends out with her material are not being returned to their library; instead items are returned without bags.

Investigate the problem of individual libraries making their own flags when they run out. Will the Coop supply blue and green paper needed to make new flags?

Discussion of color of flags: can we change one of the colors to white, which is much cheaper than colored paper? Decision was made that blue will be left for “transit hold” flags and white will be used for “return to library” flags.

Point was made that MelCat will be using white labels also, but they will be packaged in a separate bag(s).

SLC mentioned that if ProMed continues to be the delivery service, that we will also receive plastic tote boxes for A/V materials, so large bubble bags may not be needed.

Round Robin

SCS – Are the larger bubble bags ordered while we wait to see what happens with ProMed?

Is anyone else having problems with “garbled” SVA messages?

If a patron has been sent to “collections”, and is paying at a different library, it’s necessary for the collecting library to send a check for the entire fee, including the collection fee. They will be reimbursed for the collection.

Never waive fees for collection fees.

Remind other libraries to NOT change “set claims returned”

Rosemary – re: kits – they have been receiving a lot of items with on piece missing. She asks that library circulation be more careful before sending items.

Problem with purchasing books and catalog – Harry Potter purchased from vendor and 2 from another. Catalog shows 8 books on order but in one situation shows the 2 with a different status? Kristen explained why.

Martha – Does anyone have good ideas regarding returning puppets?

Marty – Asked if there was any news regarding the memo from the State Librarian and will anything in the memo conflict with our startup of MelCat? Kristen said she didn’t think so, and that she has a meeting with the Coop Directors on Thursday, and she should have some better information then. Coops had the ability to make their own choices regarding their member libraries and consequently, some coops are in better shape in others. Not all coops provide automated systems to their member libraries.

CHE – SVA failed message reports they set patron to “barred” until there is an update in patron’s record. Was that causing anyone problems at any other libraries?

Discussion: If patron is barred, they can’t use iBistro to place holds. Could a message be added in the case of a barred patron to “Call your library” along with the error message they will receive. Kristen will check on this.

Please urge circulation staff to “read the notes” on every patron.

Suggestion was also made to bar patrons who have items on the problem shelf until they are taken care of.

CHE - Brief Records and Overlays – report had 1300 records; certain fields don't overlay; title control has to match OCLC; issue for Lauren? Additional hours for Lauren for catch-up? ISBN and Title without author seems to cause the most problems.

CHE – Will there be any training in ? for cataloging?

RSV – Bad ProMed bags; can they be thrown away or destroyed? Many have holes, missing strings, missing keepers and are unusable. Kristen to check.

RSV – Reimbursement policy for items missing in transit for more than 6 weeks. RSV has called 3 times and is not getting any response from ProMed's Jackie. What should they be doing going forward. Kristen will check.

RSV – on patron record patron is blocked, note says “patron is on payment plan”; how are others handling this because RSV won't allow check-out or internet use for patrons with blocked status. A couple of libraries are allowing patrons to checkout material on a limited basis, while they pay down their fines.

Elizabeth – Order-list barcodes; need to remove items from order-list; CHE says that they are having problems with holds placed against items on the order-list. Elizabeth says there is a shortcut in OCLC to change the Title Control to the ISBN.

Suzanne RAY? – Working as fast as she can to get things running; suggestion was made to use the SLC notebooks and have a “workbee” to help since they only have 2 workflows computers

TPL asked about self checkout; Kristen said that there is no additional license required from Sirsi

MelCat financed by a LSTA grant? If so, how long does it last?

Next Meeting July 10th