

OWLSnet Administrative Advisory Committee Meeting

Appleton Public Library

May 15, 1998

Present: Ann Schmitz, Algoma; Terry Dawson, Maggie Ernst, Lori Franz, Barbara Kelly, Michael Nitz, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Kathy Coppock, Mary Seggelink, Florence; Carolyn Habeck, Hortonville; Carol Rausch, Jeanette Siebers, Kaukauna; Sue Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Ellen Connor, Manawa; Nancy Krei, Marinette; Jody Parworth, NFLS; Jeanne Waschbisch, Oconto Falls; Kathy Whitt, Seymour; Mike Hille, Shawano; Becca Berger, Sturgeon Bay; Peggy Slicer, Tigerton; Kristen Anderson, Mary Jo Goldsmith, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Barbara Strauss, Kathy Houlihan, OWLS.

1. The meeting came to order at 9:30 a.m.
2. The minutes of the April 17, 1998 meeting were accepted.

3. Brief reports

a. Status of network members

Jeanne Waschbisch, Oconto Falls, reported that she is pleased with OWLSnet and the great opportunities for sharing and training.

Becca Berger, Sturgeon Bay, said staff is overwhelmed. They appreciate the volunteers helping out.

Mike Hille, Shawano, reported that Sharrie Schweitzer is back full time. Mike said Appleton was a great headquarters library.

Nancy Krei, Marinette, said they are working with Mitinet and have solved their problem with their 286 computer.

Barbara Wentzel, Kimberly/Little Chute, reported that the problem they are having with their new Gateway computer is with the Energy Saver feature. UW-Madison Extension offered Barbara a position to teach one of the library certification classes.

Kathy Coppock, Florence School, reported that Mark Merrifield and Rick Krumwiede are coming up at the end of the month to consult on their building needs.

Kristen Anderson, Waupaca, said their YA area in the basement has been opened. A Summer Reading Program for teens has been added.

Carol Rausch, Kaukauna, said they are offering many classes and have received a grant to purchase drug and alcohol books. Jeanette Siebers said they are struggling with their Internet policy.

Lucie Erickson, Weyauwega, reported that Gateway replaced their monitor that wasn't working.

Kathy Mitchell, Clintonville, reported that they are revising their PC and Internet policies and will have a standard form for both.

Terry Dawson, Appleton, said they have had the Internet up and running for some time before having a policy.

Michael Nitz, Appleton Technical Services, reported that they are cleaning up records so cumulating totals in Checkout will display the media correctly. Lori Franz said the Mitinet libraries are going strong.

Ellen Connor, Manawa, has finished their Technology Plan and will present it for approval at the June board meeting.

Barbara Strauss, OWLS, reported that the Door County data load was completed at 11:15 p.m. May 14 and it went smoothly.

b. Implementation schedule update

Fremont started holds/picklist on April 28 and is now considered an online library.

A flowchart of the Door County Data Load was distributed. Data Trek records were sent to OCLC and LTI in January. OCLC matched the bibliographic records, while LTI prepared the GEAC item records; these were loaded into OWLSnet. Door County has been adding paperbacks, magazines, videos and audiocassettes, that were identified as items not making the data load. OCLC e-mailed nine files of Data Trek records with no match to Barbara. Joe Clabots, Jody Parworth, and Charles Ledvina have been adding records from the no match files to OWLSnet. With the help of volunteers, Door staff will add adult and juvenile fiction this weekend. Nicolet is paying the OCLC and LTI bill for converting records.

c. Teach/E-rate applications

Barbara reported that Rick completed the E-rate and Teach applications and requested that OWLS libraries return information from the Schools and Library Corporation. Likewise, NFLS libraries are working with Mark on their applications. Congress is reconsidering the program. Look for information from Bob Bocher for the most current reports.

d. Other

Authority control schedule

Progress is being made in preparing for authority control.

- Needed P8 upgrade -- done
- Needed Door County's database -- done
- Need to hire a consultant to work with using authority control with GEAC - needs to be scheduled

Two-windowed envelopes

Shawano will check with Rick Krumwiede on their two-window envelope order.

Volume Maintenance Workshop

Any one interested should register for the June 2 workshop, which is the last one scheduled at this time.

Internet Policies

Kari Gardner, a nationally known expert, is coming to Nicolet the week of June 8 to help with Internet policies. She will be at OWLS on June 9 from 1:00 to 3:00 to work with the OWLS libraries. Watch for a brochure being prepared by Sylvia Pratt.

Phone Directories

New phone directories were distributed on the van. If you need more, call Kathy Houlihan. If there are any errors, let Barbara Strauss know.

Staffing at OWLS

OWLS has hired Beth Carpenter for the position of Electronic Resources Librarian. Beth will start June 15 and will be able to help with electronic resources, Web pages, etc.

Charles Ledvina, who has been working in technical services for OWLS through Landmark, has been hired on a permanent basis.

In January, OWLS is planning on hiring a half time professional cataloger.

Staffing at NFLS

Nicolet is looking for a resource sharing librarian to replace Jackie Burkat.

4. At break - tour of Appleton Technical Services

5. Items attached to the wrong bibliographic records.

If you have found such items, please bring printouts of the record. Indicate to which record (ATKey) the items should be attached AND the year of the publication. OWLS staff is working on correction the errors.

GEAC provided a program to help cleanup serial and periodical records. The program seems to work fine for moving single items. However, there is a problem when moving all holdings, which caused items to attach to the wrong volume record. Items that have been identified have been corrected. If you find any, let OWLS know so the error can be corrected.

Available Holds List - Handout of this problem was distributed

Sometimes an item awaiting pickup does not display the author/title on the Available Holds List in Checkout. This happens when the Volume title field is blank. The OWLSnet database has thousands of volume records, which lack information in the Volume Title field. It was the consensus that titles will be added to the Volume Title field in all future records and that instructions be made for adding title information for different types of materials.

6. LIBS PLUS Upgrade 2.5.5p8

Status report

The P8 upgrade, except for Keyword searching, went smoothly. The hold order is set for Item, Local, System, which is the same order as before the upgrade.

Keyword searching

When Strauss tested Keyword searching, it worked fine. The problem showed up Monday morning when many were using Keyword search and too many logs were created. The next version of software will be fine, but for now, Strauss is working with GEAC in preparing a script to clear the log.

Informix Upgrade

Strauss thanked everyone for the patience with OWLSnet freezing up. Although CRC staff felt the upgrade would correct the problem, GEAC Development did not recommend the upgrade. The result is that the system is working very well, due to the Informix upgrade.

7. Next Meeting

The next meeting will be June 19 at 9:30 a.m. at Waupaca Public Library.

The meeting adjourned at 12:30

OWLSnet Users Group Meeting

May 15, 1998

Canceling trapped holds

Trapped holds cannot be canceled. Clear the trapped hold queue in Checkin.

Totals in Checkin

It was agreed that Strauss would turn off the cumulating totals in Checkin.

Ignoring Picklist

It appears one or some libraries are ignoring the picklist. No notification is being sent and the items stay on shelf.

Resource sharing policy

The following group has agreed to prepare a draft of a resource sharing policy for the next AAC meeting:

- Carolyn Habeck, Hortonville
- Kathy Whitt, Seymour
- Barbara Wentzel, Kimberly/Little Chute
- Kristen Anderson, Waupaca
- Jeanette Siebers, Kaukauna
- Jeanne Waschbisch, Oconto Falls
- Maggie Ernst, Appleton
- Barbara Strauss, OWLS

Checkout without a card

Seymour, Kimberly/Little Chute, Waupaca (with a picture ID), Tigerton, Shawano, and Appleton (with ID and a \$1.00 fee) will checkout without a card. All libraries encourage patrons to bring their cards along to the library.

The meeting adjourned at 1:25.