

## **OWLSnet Administrative Advisory Committee Meeting**

Gerard H. Van Hoof Library (Little Chute)

March 17, 2000

Present: Ann Schmitz, Algoma; Vicki Lenz, Tony Wieczorek, Kathy Beck, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Kathy Coppock, Florence; Carol Toepke, Fremont; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Giovanna Feller, Craig Lahm, Kaukauna; Sue Grosshuesch, Kewaunee; Barbara Wentzel, Sue Kling, Lori Van Dyke, Karen Vandenberg, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Ellen Rineck, Marion; Nancy Krei, Marinette; Ann Hunt, New London; Jody Parworth, Mark Merrifield, Anne Miller, Terrie Howe, NFLS; Peggy Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Eleanore Danforth, Oneida; Kathy Whitt, Seymour; Dorothy Youngblood, Scandinavia; Mike Hille, Shawano; Becky Rickel, Shiocton; Becca Berger, Judy Ellenbecker, Joe Clabots, Sturgeon Bay; Korrin Moede, Suring; Peggy Slicer, Tigerton; Jerry Brown, Waupaca; Lucie Erickson, Linda Streyle, Weyauwega; Alene Newcomb, Wittenberg; Rick Krumwiede, Barbara Strauss, Beth Carpenter, Gerri Moeller, Patty Hankey, OWLS

1. **Call to order and introductions**

The meeting came to order at 9:35 a.m.

New OWLS employee, Gerri Moeller, was introduced by Beth.

2. **Amendment to minutes of January 21, 2000:**

Kathy Whitt sent an e-mail to Barbara Strauss stating her interest in Baker & Taylor online, if affordable. Michael Nitz responded that APL may quit using B&T, and work with Ingram instead. Ingram will match the state discount.

Minutes stood as distributed and commented upon.

3. **OWLSnet Web Catalog:**

Before demonstration by Barbara Strauss, Rick commented that this was a cooperative project and gave due credit to Dave Bacon (web server), Beth Carpenter (html coding), and Barbara (preliminary work, scoping and configuring). Applause followed.

Rick explained the wireless LAN - how it worked and its capabilities, which will be very helpful for demonstrations.

### **Demonstration of the OWLSnet Web Catalog**

#### **Questions asked during the demonstration:**

a. In Access Patron Record, where you must enter the first 4 letters of the last name, what do you do for a patron with only 3 letters in their last name? Barbara reports that she has tried a number of short names and it seems to work fine. Please monitor this and let Barbara know if there are any problems.

b. Can you add information to Access Patron Record page? Answer: No - Staff edits patron record in staff mode in patron maintenance.

c. Do home library of patron rules apply when the patron is registered? Answer: Yes

d. To whom does the message go? Answer: To e-mail address of the patron's home library.

- e. Purchase request - Libraries should respond to the patron if library is not going to purchase.
- f. Can you browse by call number? Answer: No, just as you cannot in CLCAT now.
- g. BON - inadvertently left off list of libraries (This was fixed)
- h. How can you tell if an item is checked out, etc.? Answer: Look at full record and status.
- i. What happens to an item put on hold and then canceled while in transit or awaiting pickup? Answer: Return in transit items to loaning library. Title Holds Shelf Clearance Report will tell you to remove item from awaiting pickup shelf.
- j. If you place a hold is it chosen randomly? Answer: Yes
- k. Keyword does not search Call Number field. Answer: Right
- l. How can we get a list of compact discs and not music? A list of books on CD? Answer: Through some trial and error we were able to limit the search using compact disc and fiction.
- m. ILL - information from patron, like specific edition, needed? Answer: A discussion followed about changing "Additional information" \_\_\_\_\_ to something else like "Specific Edition only, e.g. Large Print?"
- n. How many characters can the box for "Additional information" store? Answer: Over 200 characters.
- o. Eliminate maximum amount you would pay (ILL only)? Most said yes, but APL charges for photocopying.
- p. CL-CAT terminology "Narrow/expand" rather than expand or narrow search? This appears as a default from scoping. Comments requested about those using scoping: great! Being used a lot, like it. Do at all the libraries? OK
- q. Change CLCAT to same capabilities as GeoWeb? Some discussion followed. Be consistent. All libraries - agency by agency. STR would like to be able to change pick-up point so item could be picked up at a different library. Patrons change pick-up point? Staff to change pick-up point? There were no objections to staff changing pick-up point in the staff mode.

**Implementing in your library:**

CLCAT is not going away. There will be three different configurations to consider:

1. lock down so access only for NEWCat
2. allow NEWCat & CLCAT access
3. make NEWCat, CLCAT and web available

**Training:**

How much is needed?

- o Door County - would like a session like this for staff and follow-up.

- SEY - would like training lab session on site
- Smaller libraries could have training together
- Could a training video be made?

**When is NEWCat available?**

Libraries can introduce it into their own communities at their own schedule. Earliest available - ready to go by beginning of Nat'l Library Week (April 9th). Brochures and bookmarks will be ready the week before.

**Terminal replacement:**

NFLS is working on 50% match program for terminal replacements. OWLS is also working on a terminal replacement program.

**Licensing:**

OWLS may need to purchase more licenses in the future. Libraries are to notify OWLS when message appears "no session available". Barbara explained difference between telnet session and web session.

**NEWCat url:** <http://newcat.owls.lib.wi.us>

There is no added cost to libraries for NEWCat - added cost to OWLS because it is a new product. GEAC's GeoWeb product is more advance than other web catalogs.

**4. Electronic Reference Resources Project:**

There are more databases available. Four Gale research products from local library or from home (limited simultaneous users).

Handout from Beth and demonstration of OWLS/NFLS Database Project

Questions and discussion:

- List of journals available? No, only limited searches.
- Joint publicity? Local publicity?
- Training - joint sessions?
- Differences in EbscoHost / Badger Link: Compare results in both EbscoHost and Gale groups General Reference Center
- How much would this cost a library without a system? In all, about \$50,000 worth of information.

**5. Brief reports**

- **a. Sites coming online:**
  - LEN - circulating and doing well
  - SCA - circulating soon - training March 27
  - BIR - last barcoding training - April (7,9), moving along pretty well
  - MRT branches - March 27, 28 start barcoding training (still using dial-up internet access)
  - Mark Merrifield - Teach a done deal. When installed? Next fiscal yr. - July 1? Senate voted on it.
  - MAT - no site visit yet by Barbara Strauss
- **b. Billing policy proposal**
  - Biggest change recommended: Wait 1 year before sending out yellow reimbursement forms to circulating library. (See OWLSnet Billing Policy handout)

Discussion: If library pays bill for patron, should staff put a note in delinquency notes that patron is not free to circ. APL puts something in patron record. Need a

system-wide policy? Suggestion: Put a "stop" on the patron's record and documentation in the delinquency notes field.

- **c. Patron Registration Policy**  
(See handout) There was a consensus to implement new policy.
- **d. Year-End Stat reports**  
Should be faster in the future. Are they useful? Good for annual reports, wait another year to see. In the fall, go over reports, see what they mean and how they can be used.

6. **Other business**

Rick presented timetable for migrating to another automation system. This has been put on hold because of work on other new things (GeoWeb, etc.)

New product: new e-mail server. Next couple of months we will be transferring to new e-mail server. IMAP - "have folder will travel" We will retain same user name. Domain name will be @mail.owls.lib.wi.us

Mark Merrifield talked about the TEACH bill and the impact on OWLSnet.

WATF matching grant was submitted by NFLS, OWLS, Winnefox and South Central for a collection of electronic books (ebooks). They use a portable, readable rocket e-books - 10 readers/system. In the next 6 months the cost of a reader may be around \$250 or lower. Check out the Net library website <http://www.netlibrary.com>.

The next meeting will be at the Waupaca Area Public Library on May 19, 2000 at 9:30 a.m.

Meeting concluded @ 2:25 p.m. No User's Group Meeting