

## OWLSnet Administrative Advisory Committee Meeting

Appleton Public Library

November 10, 2000

Present: Ann Schmitz, Algoma; Kathy Beck, Maggie Ernst, Barbara Kelly, Vicki Lenz, Michael Nitz, Meg Shriver, Appleton; Karen Dickman, Birnamwood; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Carol Toepke, Fremont; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Giovanna Feller, Kaukauna; Sue Grosshuesch, Kewaunee; Karen Vandenberg, Barbara Wentzel, Kimberly/Little Chute; Ellen Connor, Manawa; Nancy Krei, Marinette; Ann Hunt, New London; Mark Merrifield, Anne Miller, NFLS; Peggy Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Dorothy Youngblood, Scandinavia; Bryan McCormick, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Cheryl Wilson, Sturgeon Bay; Korrin Moede, Suring; Steve Arendt, Waupaca; Lucie Erickson, Linda Streyle, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Kathy Houlihan, Rick Krumwiede, Gerri Moeller, Holly Otts, Barbara Strauss, OWLS.

1. Call to order and introductions  
The meeting came to order at 10:05 a.m.
2. Appleton demonstrations
  - o Vicki Lenz demonstrated Zoom software
  - o Meg Shriver demonstrated their Reference Resource Center
  - o Carole DeJardin demonstrated their Early Childhood and Parent Tech computers
3. Minutes of the September 15, 2000 meeting  
The minutes were accepted as distributed.
4. Brief reports
  - o a. Implementation update: BIR, MAT, COL, CRI, NIA, WAS
    - Item entry is progressing nicely, but they are still waiting for their telecommunications line.
    - Patron registration will be started soon.
    - Their status is still offline so continue to check items out before routing.
    - The Mattoon-Huchins automation budget has been approved.
  - o b. What to do? Item with missing part gets trapped  
OWLS has been asked what to do when a damaged item from another library is trapped for your patron. 1) How do you send it back to the owning library if there are other holds on it? 2) How do you keep the patron's place in the hold queue? Because there are different ways to work around this problem, the AAC was polled before the meeting for a standard procedure.

The libraries were reluctant to setting a standard procedure and indicated:

- The problem should be handled case by case.
  - Libraries would like to handle the follow-up with their patrons.
  - After an item is checked in, many libraries would **not** want the item checked back out to their patron with a transaction note indicating that it was returned damaged/missing parts.
  - An easy way to reopen a hold is to check it out to your library.
- o c. Lost book reports for items missing In Transit, Going Home, and Awaiting Pickup  
The reports were distributed and **each library was asked to check their shelves for these items.**
5. WATF grant implementation  
Barbara Strauss reported that the WPLC Steering Committee has approved ordering over 1400 browser- based titles from netLibrary. It is not known when the MARC records will be available. A set of test records will be used for the training lab. Mark Beatty will be back for ebook training on December 14 and February 1.

Mark Merrifield reported that there is a major glitch with the Rocket Ebook. Gemstar has purchased the Rocket Ebook and is offering new models with a built-in modem. Titles will be distributed by Gemstar and only 140 titles are available as this time. The WPLC consortia will not purchase any reader-based ebooks at this time. This part of the grant will be put on hold for six months to see how the market shakes out.

For now the focus will be on the netLibrary browser collection, which is the main focus of the grant. The steering committee has set 24 hours as the circulation period. Renewal is allowed if no one is waiting. Patrons must be authenticated from within an OWLSnet library building. After discussion AAC wants to have remote authentication rather than requiring patrons to come into the library to create accounts.

NetLibrary hands on training will be offered December 14 and February 1 at OWLS and NFLS.

The Device-based Ebook Working Group meetings are on hold, but the Browser-based Working Group will meet November 21.

## 6. Other business

### **Restructure of OWLSnet Fees**

The committee will meet at the NFLS office on November 28 from 8:00 a.m. to 12:30 p.m. Anyone interested is welcome to attend.

### **Removable tape**

If anything is taped to a library item, please use removable tape.

### **Missing titles**

There have been a few reports of missing records in the catalog. Barbara is running a clean-up script that temporarily takes titles out of the index and then puts them back. This is a one-time clean up and should be completed by the end of the week.

### **NEWCat training**

Barbara will do NEWCat training at any OWLS or NFLS library. Training takes about 90 minutes and it is best to schedule it when your library is closed or when there is enough staff to cover the circ desk. You can arrange to have two sessions.

### **Report classes at NFLS**

There is a Geac report class on November 16 from 9:30 to 11:00 at the NFLS office.

### **Craig Fuhrmann**

Barbara Kelly made an announcement about this problem patron. This patron has a fixation on libraries and may be dangerous. He is on probation and his probation rules prohibit him from having any contact with any library. There is a "stop" on his card and a warning in the Delinquency Notes field that he is not allowed in libraries and to call the police. He tried to get a library card at the Fremont Public Library on 11/10/00.

### **Renewal Policy**

At the last meeting it was recommended that all libraries allow a minimum of two renewals on their general library materials.

- 11 libraries allow only one
- 29 libraries allow two

- 8 libraries allow three
- 1 library allows more than three

### **Holds Messaging**

Holds Messaging is being explored. Four libraries (HPL, MAN, NLP, WEY) have participated in a brief test. Testing will continue and more information will be provided at the January meeting. Hold Messaging would replace the picklist and generate an online picklist looking first at your library and then target other libraries in geographical order.

7. Next meeting: January 19, 2001 at 9:30 a.m. at the James J. Siebers Memorial Library in Kimberly.

Schedule for next year:

- January 19, Kimberly
- March 16, Shawano
- May 18, Waupaca
- July 20, Sturgeon Bay
- September 21, Marinette (tentative)
- November 9, Appleton

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### **OWLSnet Users Group Meeting**

November 10, 2000

#### **Patron Record Update Forms**

ALG has noticed that they are not receiving Patron Record Update Forms when changes are being made to their patron records. All libraries should send the blue form when a change is made to a patron record, according to the instructions in the Patron Registration Manual.

#### **Identify your material**

KIM/LIT had a Baker & Taylor leasing book returned in their book drop without any ownership identification. Please contact them if you are missing a book.

#### **Problem patrons**

Barbara Wentzel reported on a patron that kept placing a hold on a nonrenewable item in order to keep it for an extended time.

#### **Presentation of electronic books**

Mark Beatty from WiLS gave an excellent overview of electronic books.

#### **Give away**

Karen Vandenberg, KIM/LIT, received *Who's Who in America, 2000*. The magic word was "ebooks".

The meeting adjourned at 3:45 p.m.