

OWLSnet Administrative Advisory Committee Meeting

James J. Siebers Memorial Library, Kimberly

January 19, 2001

Present: Ann Schmitz, Algoma; Terry Dawson, Teri Kolosso, Vicki Lenz, Meg Shriver, Tony Wiczorek, Appleton; Karen Dickman, Birnamwood; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Carol Toepke, Fremont; Carolyn Habeck, Hortonville; Debbie Meixensperger, Kaukauna; Sally Kitson, Keshena; Sue Grosshuesch, Kewaunee; Lori VanDyke, Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Nancy Krei, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Anne Miller, NFLS; Peggy Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Lou Williams, Oneida; Dorothy Youngblood, Scandinavia; Bryan McCormick, Seymour; Lorie Hanson, Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Steve Arendt, Waupaca; Lucie Erickson, Linda Streyle, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Patty Hankey, Kathy Houlihan, Rick Krumwiede, Gerri Moeller, Holly Otts, Barbara Strauss, OWLS.

1. Call to order and introductions
The meeting came to order at 9:35 a.m.
2. Minutes of the November 10, 2000 meeting
The minutes were accepted as distributed.
3. **Brief reports**
 - o **a. Implementation update:** BIR starts circulation to patrons on January 22. Patron registration training completed at NIA, COL, and WAS. CRI patron registration training scheduled for January 30. About half of MAT's barcoding is completed. Circulation training at the Marinette branch libraries will begin after the telecommunication lines are installed.

The T1 lines should be installed in a matter of weeks. Installation will start with the MRT branches and MAT. All 64K lines will be replaced and the Door Co. T1 lines. When the new telecommunication lines are installed, the computer room will be reconfigured, which will provide better equipment with a cost reduction (\$38,000 reduced to \$20,000).
 - o **b. Status of Internet filtering:** The law requiring libraries and schools to install Internet filtering if they receive federal funds has been passed. There is a good summary of the filtering amendment on the ALA web site (<http://www.ala.org/alaorg/oif/cipancipasummary.pdf>). There is a rule setting period of 120 days and a one-year period allowed for meeting filtering requirements. Libraries will be required to have an Internet Safety Policy. An OWLSnet group will work on a safety policy to use systemwide. OWLS will look into providing filtering network-wide from the central site. ALA and ACLU are filing lawsuits, which may delay or reverse the filtering requirement, although the legislation is written to minimize such efforts.
 - o **c. Status of end-of-year reports:** The annual reports plus other additional reports will be sent out next week. Let Barbara Strauss know if you are interested in a report class. Glenice and Mark, at the Nicolet office, are more familiar with reports this year and can answer questions for the NFLS libraries.
 - o **d. Report: committee on restructuring the OWLSnet fees:** A handout on the OWLSnet Fee Structure Committee Meeting was distributed. The committee is working on keeping membership fees down and the ability to hook more computers to the network.
 - o **e. Report: Browser-Based Ebook Working Group (BBE) & WPLC Steering Committee:** Barbara Strauss reported. Becca Berger and Barb Wentzel

volunteered to join the group. A table of netLibrary promotional materials was on display; some items can be customized for your library.

Electronic book reader part of the grant is on hold, because of rapid changes in the vendor environment. APL has added their reader to the catalog (*RER1**98) and plans to circulate it to patrons. Others are welcome to do the same.

NetLibrary is the main focus on the electronic book front at this time. Training is handled by OWLS and NFLS separately. Two types of training are offered (overview and hands-on netLibrary).

netLibrary is live and available for use. Access it through CBTL (electronic books), NFLS homepage, through NEWCat.

Rollout date - not before March 1st (committee will meet next week)

What is involved? (other partners rolling out on February 1st)

- Get training for your staff
- Referring URLs are done. So links can be made from individual library homepages. This will allow patrons to create accounts through a visit to the library homepage OR by coming into a library building. Statistics for electronic use will also be available.
- Links will be added to library homepages in consultation with library directors (please contact Gerri, Beth or Terrie with questions)
- Order and distribute your promotional materials
- Bibliographic records will be added to NEWCat in a few weeks. There are test records already there. (search by netlibrary)
- Promote electronic books in your local library and town
- Get training for your staff
- Gerri is preparing a FAQ sheet

What is coming?

- By consensus WPLC requires patron authentication against our patron database, if we are going to use referring URLs.
- There is an expanding list of titles, which will be available.
- NetLibrary continues to provide product enhancements
- More training

4. **Holds Messaging** (online picklist)

Barbara distributed instructions and demonstrated holds messaging. Holds messaging is a dynamic online picklist that picks your library first if you have an item with on shelf status. An unfilled hold will keep moving to the next target agency in six-hour increments. Messages will go to agencies only during their open hours when staff is available.

NLP, MAN, IVL, HPL, and WEY, who are testing holds messaging, reported that it is easy to use, works great, and holds are being filled faster.

By consensus AAC agreed to test Hold Messaging during the period between AAC meetings. Holds messaging will be turned on for the entire system on February 19. This will replace the current picklist. This feature will be reviewed at the March AAC meeting.

5. **Using the "missing" status instead of a "missing" patron**

A handout for changing the status of an item to "missing" was distributed. **Do not change** the status to "missing" if an item has "in transit" or "claims returned" status. Use the "missing" status feature for missing items with "on shelf" status. Instead of checking out to the "missing" patron, change the status to "missing". All of your items currently checked out to your "missing" patron can be changed to "missing" status. Contact Kathy Houlihan if you need assistance with your "missing" patron account.
6. **Recommended Guidelines for Inclusion of Web Resources in NEWCat**

The recommended guidelines prepared by the OWLS, NFLS and APL directors were distributed. Terry Dawson explained that these are dynamic guidelines that are subject to change. This document provides a reasonable starting point for this topic.
7. Other business
 - o a. A new "Do Not Reserve" chart, Items Added & Deleted Items Reports (if your library had one), and revised Item Loan Category definitions, Item Statistical Categories definitions were distributed.
 - o b. Patty Hankey reported on the change in procedure for ordered item barcodes. Item barcodes will be ordered quarterly because Computype will no longer accept barcode orders for less than 5,000. The order dates for 2001: January 18, April 19, July 19, October 18. The schedule is on OWLSweb (<http://www.owls.lib.wi.us/info/desks/patty.htm>).
 - o c. A NEWCat review group (Meg Shriver, Barbara Wentzel, Carolyn Habeck, Pam Ellingson) will look at the NEWCat default decisions and make recommendations for change to the AAC. Changing wording and links will require professional services from GEAC. Additional volunteers are welcome.
 - o d. Patrons need to be educated to look at the full record to determine video format. Cataloging rules will allow only videorecording in the title field.
 - o e. If you have a web site for your library on the OWLS servers, year-end statistics on your web site are available.
 - o f. If you have any question on Infotrac on the web, contact Gerri Moeller.
 - o g. Rick will have a class on statistics for anyone interested. Glenice and Mark have a better understanding of statistics and can also provide information.
8. The next meeting will be March 16, 2001 at 9:30 a.m. at the Shawano City-County Library in Shawano.

The meeting adjourned at 11:45.

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OWLSnet Users Group Meeting

January 19, 2001

Changing delinquency threshold

Because of overdue items, a patron from the Ephraim Library was unable to place holds. To give patrons more leeway in placing holds, the delinquency threshold (number of overdues, number of claims returned, amount of fines and bills) can be increased.

Placing holds from home

In NEWCat the pickup point defaults to the patron's home agency. In CL-CAT the pickup point is chosen by how you login.

New barcode

The question of whether the barcode needs to be changed when a patron reregisters was asked. Some libraries start all over with the registration form, new OWLSnet card, and new barcode. Some libraries just have the patron fill out a new registration form. If the OWLSnet card is in good condition and does not need a new signature, they let the patron keep that card. On the registration form, they write the current barcode number in the "affix library card number here" space. Note: In either case, if the reregistration requires a home agency change, on the Patron Record Update Form check the "a new card has been issued to this patron and you are asked to delete your written registration form".

New APL cards

Appleton Public Library has new patron cards, which includes their web address. They also have a key tab card.

State-wide card

Nothing has been done in regard to a statewide library card.

Other Wisconsin Libraries in NEWCat

Holdings cannot be placed on these materials. Patrons can make requests for purchase or ILL. Library staff responds to these requests by first searching our database then WISCAT.

ILL Overdue Borrower/Lender Reports

Please check your shelves for items on these reports. If you can't find an item, let the other library know.

Removing CL-CAT link in NEWCat

At this time, the majority of the AAC was not interested in having a committee looking into the possibility of removing the CL-CAT link in NEWCat.

Placing multiple holds in NEWCat

Patrons could copy and paste their barcodes when placing multiple holds, but this would leave the barcode in memory.

The meeting adjourned at 12:05.