

**OWLSnet
Administrative Advisory Committee Meeting
Appleton Public Library
November 8, 2002**

Present: Ann Schmitz, Algoma; Vicki Lenz, Michael Nitz, Mary Van Lieshout, Appleton; Karen Dickman, Birnamwood; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Debbie Meixensperger, Kaukauna; Susan Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ann Hunt, New London; Terrie Howe, Mark Merrifield, Anne Miller, NFLS; Kathi Clarke, Oconto; Jeanne Waschbisch, Oconto Falls; Dorothy Youngblood, Scandinavia; Elizabeth Timmins, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Sturgeon Bay; Korrin Moede, Suring; Peggy Slicer, Tigerton; Jerry Brown, Ruth Hoppe, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Patty Hankey, Kathy Houlihan, Rick Krumwiede, Holly Otts, Barbara Strauss, OWLS.

1. Call to order

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

Introductions

The new director of the Seymour Public Library, Elizabeth Timmins, was introduced.

2. Minutes of September 20, 2002 meeting

The minutes were accepted as distributed.

3. Brief reports

a. Copyright warning labels for software, OWLSnet maps, and new bookmarks are available. Libraries should contact their system office for a supply of copyright warning labels. See OWLSnet Web Page (<http://www.owls.lib.wi.us/info/support/CDs.htm>) for more information on lending computer software programs on CD-ROM.

b. PLUS/NEWCat

Images for new material page – The images that had been added to the new material page have been removed because of copyright issues. Options are being investigated for getting the images back.

Updating on the OWLSnet Web Pages – Documents are being updated to reflect changes in software, procedures, and policies.

Manipulating the Holds Messaging List – Dave Bacon has developed a program that will sort and print the online picklist in call number order. This is very helpful to libraries that have a large picklist. Contact Dave Bacon if this is something that would be helpful to your library.

Patrons can't use patron functions in NEWCat – The problems some patrons are having using patron functions in NEWCat are problems with their computer configuration. At this time we know of three things that prevent use of Patron Functions: 1) JAVA must be turned on in their Internet browser, 2) Popup killer software will also interfere with the use of patron functions, and 3) patrons using Windows XP must install Service Pack 1. OWLS will prepare a FAQ page on the web to direct patrons to for troubleshooting.

c. Other – Maintaining equipment is part of the OWLSnet maintenance agreement. However, it has been noted that some equipment needing replacement has been abused. Please do not use force when disconnecting computer connections.

Some libraries have looked at and tried the Circulation Client. Let Barbara Strauss know if you would like to try the Circulation Client.

4. Clarification on procedures for returning damaged materials or materials with missing parts owned by another OWLSnet library – There was no consensus on procedure so a task force has been assigned to work on a procedure. The task force members are:

Ruth Hoppe, Waupaca
Kathy Mitchell, Clintonville
Mary Van Lieshout, Appleton
Rita Schiesser, Algoma
Lorie Hanson, Shawano
Jeanne Waschbisch, Oconto Falls
Ann Hunt or Gloria Wolfgram, New London
Barbara Strauss will convene the group.

In the meantime, check the item in and return it in an envelope with a detailed note.

5. Classification at your library – Holly Otts urged signup for her Web Dewey classes on November 12 and 13. Libraries will have an opportunity to participate in a group purchase of Web Dewey.
6. Mining the catalog (NEWCat, Bib/Item Maintenance Searching)

Brown Co. catalog – The Brown County catalog is now available under “Other Wisconsin Library Catalogs” in NEWCat databases. At this time the author search does not work—only title, all word, and subject works. Holds cannot be placed, but items can be requested by ILL.

Records with URL links – Barbara demonstrated the wealth of Internet links being added to bibliographic records in the catalog -- now at over 12,000 links. The Library of Congress is adding a URL to link to their database of Table of Contents and summaries, which have been supplied by publishers. There are 6,784 netLibrary ebooks and numerous state and federal documents.

Mixed keyword searching – Holly demonstrated additional searching techniques in Bib/Item Maintenance, where one can search author and title (not using Quick Search).

Access to special materials (language, formats, etc.) – Holly reviewed ways to access foreign language materials, such as Spanish collections.

Browsing vs. Searching: To Search or To Browse -- That Is the Question! – Barbara reviewed the following table, which helps searchers discern whether to browse or do a keyword search.

Search	Browse
Retrieves records	Retrieves list of titles, authors or subjects
Desired word(s) can be anywhere in record.	Desired word(s) is at the beginning of the title, author or subject.
Desired word(s) may not be visible in the brief record.	Desired word(s) are always visible in the list.
Search does not include authority records	See and See Also references included in the retrieved list of titles, authors or subjects
Retrieved records do not show See and See Also references	Retrieved list of titles, authors or subjects displays See and See Also references
Broad type of search. May retrieve false hits by mixing terms from different fields.	User can narrow browse by selecting more precise heading.

7. Setting the meeting schedule for 2003

The following dates were set:

January 10, 2003 at NFLS

May 16, 2003 at OWLS

September 12, 2003 at NFLS

November 7, 2003 at OWLS

8. The next meeting will be on January 10, 2003 at 9:30 a.m. at the Nicolet Federated Library System.

**OWLSnet Users Group Meeting
November 8, 2002**

Packaging library materials

There were a number of ideas and examples for handling hard to package items, such as, media, books on disc, puppets, etc.

Local policies and charges

The group discussed how various libraries charge patrons if a video is not rewound. The consensus was that if videos are labeled with a warning that a charge would be incurred for videos not rewound, it was not a problem for other libraries. If there is no warning label, it is difficult for staff at other libraries to explain that policy to their patrons.

Item holds

Patrons cannot select an item in CL-CAT or NEWCat. In order to get a specific copy like a periodical issue, an item hold needs to be placed in staff mode.

Inventory

Libraries wanting to do an inventory should contact Barbara Strauss.

The meeting adjourned at 2:00 p.m.