

OWLSnet
Administrative Advisory Committee Meeting
Door County Library, Sturgeon Bay
September 20, 2002

Present: Rita Schiesser, Ann Schmitz, Algoma; Michael Nitz, Appleton; Karen Dickman, Birnamwood; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Janet King, Crivitz; Mary Seggelink, Florence; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Debbie Meixensperger, Kaukauna; Susan Grosshuesch, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Ann Hunt, New London; Terrie Howe, Mark Merrifield, NFLS; Peggy Murphy, Oconto; Jeanne Waschbisch, Oconto Falls, Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Peggy Slicer, Tigerton; Peg Burington, Ruth Hoppe, Waupaca; Alene Newcomb, Wittenberg; Patty Hankey, Kathy Houlihan, Holly Otts, Barbara Strauss, OWLS.

Call to order

The meeting came to order at 9:40 a.m.

Minutes of August 2, 2002 meeting

The minutes were accepted as distributed.

Brief reports

PLUS update:

System performance – Recently, for the first time, the maximum number of user licenses for Informix was surpassed. This could result in a “400 capacity reached” message in NEWCat. In that case, try again later. The overload also caused a problem with daily stats. If you need to run a multiple session, please close it when you are through using it.

When you get an “unable to perform” message, the error log can be displayed by pressing <F5>. Email Barbara with “unable to perform” info.

New version of NEWCat – OWLS is working with Geac to purchasing services for the installation of the next version of NEWCat software, called GeoWeb. OWLS is considering starting the upgrade after the new Gates servers are installed in early November. The new version of GeoWeb will correct some problems that we experience now.

Autocomplete In NEWCat – Autocomplete can be a factor in placing more than one hold. Patrons may need to change their browser settings. There is nothing wrong with the patron's record or NEWCat. It was requested that autocomplete instructions are put in the next issue of Network News.

If a patron is using Netscape, have her look on the menubar under Edit, then edit preference to turn the auto-complete feature off.

If a patron is using Internet Explorer, have her look on the menubar under Tools, then Internet Options, then Content, then Personal Information to turn off AutoComplete.

Another suggestion that helps NEWCat users is to suggest that the patron clear the cache in the browser and set the browser to refresh a page each time that page is requested.

Gates grants

Mark suggested that libraries that are getting Gates grants consider wiring changes, if meeting rooms or offices were not wired with Cat 5 wire earlier. Wiring costs are eligible for the Gates grant. The deadline is soon.

Imbalance of resource sharing (update)

In reviewing the imbalance of resource sharing, it was determined that Hold Messaging and delivery DO NOT impact the imbalance. Each system clears its own system before the hold request goes to the other system. OWLS had been adding \$8,000 to \$9,000 per year of high demand items to OWLS libraries, which may be a factor in the imbalance. Mark and Rick are considering making a fund shift; with those monies NFLS could purchase and place high demand items in NFLS to help balance resource sharing.

ILL Statistics – Questions came from Door Co. librarians about how loans are counted when high demand items circulate to several libraries before going home. Geac ran a test for us, which revealed that regardless of which library traps an item for a hold, the owning library gets the ILL credit. The library that checks it out to the patron gets a circulation credit.

Brown County Library added to NEWCat – The Brown County Library catalog has been added to "Other Wisconsin Library Catalogs" in NEWCat. Mark mentioned that since a Z39.50 link now goes between OWLSnet and Brown County, Brown County is interested in working on intersystem loaning. The link is one step closer to the "linked systems project" that the state is conducting to link different catalogs to facilitate more direct interlibrary loan.

PLUS Circulation Client – Sturgeon Bay staff demonstrated the client. Sturgeon Bay, Waupaca and New London shared their experience. See the handouts that were distributed.

OWLSnet webpages <http://www.owls.lib.wi.us/owlsnet/owlsnet.htm> The group reviewed several new pages that were added to the site.

- The link to information on copyright and lending of software (<http://www.owls.lib.wi.us/info/support/CDs.htm>).
- There is an Excel spreadsheet (Circ by Item SCAT) (<http://www.owls.lib.wi.us/owlsnet/statistics/SCAT.htm>) that can be downloaded. This spreadsheet can be used by member libraries to create a monthly report of circulation for different types of items. The report also provides the total monthly circulation of adult and children's materials.
- New materials (<http://www.owls.lib.wi.us/cgi-bin/newmenu.pl>) has been updated and include images and a direct link to NEWCat.
- In addition, there are links to maintain email accounts, order supplies, Geac manuals, etc.
- There are cataloging resources on APL webpages (<http://intra.apl.org>).
- There is an online form for reporting database error (http://www.owls.lib.wi.us/owlsnet/forms/database_errors.htm).
- Michael Nitz, demonstrating a new training technique, showed how to find the video "Find out how much money is in a GEAC account" (<http://intra.apl.org/tech/HowTos/AccessFunds/FindBalances.html>).

Barcodes: OWLS libraries may have realized that we are numerically running out of item barcodes (3 1389 **08765 4321**). The last nine digits are the numbers to watch. Some time in the future OWLS libraries will have to get a prefix (such as, 3 1389) unique to each library. NFLS libraries already have unique item barcode numbers.

Future AAC meetings – The last meeting of the year will be moved to a central location. Next year the AAC will meet quarterly at a central location (Appleton or Nicolet) with the same meeting format. Updating between meetings will be done through the AAC email list and Network News. The possibility of a listserv will also be explored.

Other business – A Gates workshop will be held on November 11 at the Regency Suites in Green Bay.

Next meeting – **The location of the November meeting was changed.** The next meeting will be at 9:30 November 8 at the Appleton Public Library.

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Patron Record Updates

The blue patron record update form should be sent to home agency libraries when another library makes **any** change, including a renewal of the expiration date. When a home agency change is made, the barcode can be reused if it is in good condition. On the patron record update form, enter the barcode on both the current and new barcode lines. In the notes indicate that the barcode is being reused.

Renewing items

Delinquent patrons cannot renew their overdue items online. They can place holds.

The meeting adjourned at 2:10.