

**OWLSnet
Administrative Advisory Committee Meeting
Appleton Public Library
May 16, 2003**

Present: Ann Schmitz, Algoma; Terry Dawson, Barbara Kelly, Vicki Lenz, Michael Nitz, Meg Shriver, Mary Van Lieshout, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Mary Seggelink, Florence; Susan O'Leary, Fremont; Kay Rankel, Gillett; Eleanore Danforth, Green Earth Branch; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Debbie Meixensperger, Kaukauna; Susan Grosshuesch, Kewaunee; Karen Vandenberg, Jane Werner, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Pat Kosuth, Marinette; Ann Hunt, New London; Terrie Howe, Mark Merrifield, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Kymberley Pelky, Oneida; Dorothy Youngblood, Scandinavia; Elizabeth Timmins, Seymour; Mike Hille, Shawano; Becca Berger, Judy Ellenbecker, Sturgeon Bay; Peggy Slicer, Tigerton; Peg Burington, Ruth Hoppe, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Dave Bacon, Beth Carpenter, Patty Hankey, Kathy Houlihan, Rick Krumwiede, Gerri Moeller, Holly Otts, Barbara Strauss, OWLS.

1. Call to order

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

2. Minutes of January 2003 meeting

The minutes were accepted as distributed.

3. Brief reports

a. PLUS upgrade to 3.3 (May 7, 2003):

The upgrade went smoothly. Improvements were made to Hold Messaging, which will result in fewer holds dropping out. Also, the delinquency threshold and alerts can now be controlled separately. This will enable patrons with overdue items to place holds, and renew items if there are no open holds.

The Circulation Client was improved. When a different patron picks up an awaiting pickup item, now the transaction can be canceled. However, you still cannot remove the awaiting pickup patron from the hold queue. More options are available for receipt printing. If there is sufficient interest, group purchase will be made.

b. NEWCat upgrade in progress:

A summary of the NEWCat changes and enhancements recommended by the NEWCat Review Committee were distributed. Although a Spanish language database is not possible, the AAC was interested in the Spanish language interface and change language button for the NEWCat. It was recommended that the new version of NEWCat be introduced after the summer library program. The new version will be available to libraries for testing and training before it is made available to the public.

- c. Old Holds and direct links to NEWCat:
Every other week the Old Holds Report will include holds from direct links from a website to NEWCat. The DLK agency was created to be the place agency for direct link holds. These holds will be sorted and sent to the appropriate library. Prior to this OWLS was the place agency, which resulted in these holds showing up on the OWLS Old Holds Report.
 - d. Other:
Barbara distributed a handout of available OWLSnet Technical Services WebPages, which was presented at WiLS Peer Council.
4. OWLSnet Administrative Matters
- a. New agreements for OWLSnet membership:
The OWLSnet membership agreements will expire for 14 OWLS libraries and 10 NFLS libraries at the end of 2003. Mark and Rick working on updating the language. They would like to include language regarding the requirement that libraries have Internet acceptable use policies on file and specifying how noncompliance with agreements, bylaws or policies will be addressed. New agreements will go out in the next month or two.
 - b. OWLSnet annual fees:
It was the consensus of the AAC that a 2% increase was acceptable.
5. Resource Sharing and Delivery
- a. General concerns:
OWLS is reaching delivery capacity while resource sharing volume is continuing to increase. However, this appears to be a much bigger issue for OWLS than for NFLS. OWLS libraries do not want to curtail resource sharing, so OWLS will need to address its own delivery issues. Allowing patrons to return items at any library is probably adding to delivery volume.
 - b. Options to improve efficiency: (A handout of 3 options was distributed)
 - 1. Limit the number of holds: The average number of holds per person with holds is 2.6. While this does not seem to be an issue, it might be possible to see if there is a correlation between the number of holds allowed and the lending-borrowing ratio at libraries. Librarians were not interested in limiting the number of holds at this time.
 - 2. Use “floating” status for certain types of materials: The libraries were not in favor of using “floating” status for their materials, because of security system issues and political problems. The “floating” status might be appropriate for any OWL or NIC high demand materials.
 - 3. Change the holds parameters: There was no consensus on changing the parameter so a not-at-home item will trap for open holds for the terminal’s agency first. There was some interest in changing the parameter, for a trial period, to allow an item with any status fill a trapped hold in Checkin. It was suggested that OWLS design a study so that the impact of

any change could be accurately assessed. There will be further discussion before any changes are made.

6. Introduction of New Services and Products:

- a. Antivirus program and NEWCat configurations: There was a handout on the OWLSnet Antivirus and Security Project. Server-based antivirus protection will be provided for each workstation. In addition, all incoming and outgoing emails will be scanned for viruses. This will be funded by LSTA, OWLS and NFLS. Dave Bacon, Terrie Howe, and Gerri Moeller will be installing the necessary software for workstation security. In the future, libraries must notify OWLS or NFLS every time a new computer is connected to the network. This project will take time to implement. Call OWLS if your current antivirus is not up to date, so that your library will have priority for scheduling.

Gerri talked about a NEWCat PC configuration that will replace Netscape for dedicated NEWCat workstations. The new configuration uses Public Web Browser, which is based on Internet Explorer. The new configuration will be tested at Kaukauna. After the initial testing, other sites will be upgraded.

- b. Magazine and Newspaper Finder: Charles Ledvina demonstrated finding magazines and newspapers from Gale, EBSCO and local libraries. Holly Otts demonstrated search techniques. The link (www.owls.lib.wi.us/magfinder/) can be added to library WebPages.

8. The next meeting will be on September 12, 2003 at 9:30 a.m. at Nicolet Federated Library System.

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Searching DVDs

Lisa at MAR asked for a review on searching for DVDs at her library. Holly reviewed the instructions. The group decided that the field in the record that indicates an item is a DVD should be indexed, so that "DVD" can be searched as a key word (all words). [NOTE: The indexing was completed by the end of May.]

Claims Returned

After billing, do not use Claims Returned on items owned by another library without checking with the owning library.

Attachment Notes

Do not add attachment notes to items owned by another library.

L4L: Technical Services Librarians

Use the database error form (http://www.owls.lib.wi.us/owlsnet/forms/database_errors.htm) to report errors in the OWLSnet database, such as, spelling errors, incomplete records, etc.

OWLSnet Patron Cards

When patrons reregister with a new home agency, the old card and number can be reused. The patron fills out a new registration form, the current barcode number is written in the "Affix library card number here" space, the form is filed, and the previous home agency library is notified with the Patron Record Update Form. APL indicated that their patrons would get OWLSnet cards in the future.

Pay Bill for an Item Owned by Another Library

There was a request for revising the instructions to include, as the first step, **"Stop if the item has not yet been billed, and verify the cost with the owning library."**

School Bulk Loan

Kathy Mitchell asked what procedures other libraries use to make loans to teachers. A variety of different practices are being used; there is no standard procedure.

Extra DVD Cases

Waupaca has extra cases with a black sleeve that they will be selling at a discount. Please contact Peg Burington.

The meeting adjourned at 2:30.