

OWLSnet
Administrative Advisory Committee Meeting
Outagamie Waupaca Library System
November 11, 2005

Present: Rita Schiesser, Algoma; Barb Kelly, Vicki Lenz, Michael Nitz, Meg Shriver, Martin Swenson, Appleton; Jan Atkinson, Birnamwood; Valerie Husom, Black Creek; Kathy Mitchell, Clintonville; Susan O'Leary, Fremont; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Debbie Meixensperger, Kaukauna; Susan Grosshuesch, Bonnie Joski, Kewaunee; Karen Vandenberg, Theresa Van Himbergen, Barbara Wentzel, Jane Werner, Kimberly/Little Chute; Pam Ellingson, Lakewood; Jennifer Thiele, Lena; Ellen Connor, Manawa; Tim Dirks, Marinette; Ann Hunt, New London; Terrie Howe, Mark Merrifield, Anne Miller, NFLS; Mary Langhoff, Jeanne Waschbisch, Oconto Falls; Beth Carpenter, Patty Hankey, Judy Hocking, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmins, Seymour; Penny Habeck, Mike Hille, Sue Porath, Sharrie Schweitzer, Shawano; Becky Rickel, Shiocton; Becca Berger, Joe Clabots, Linda Streyle, Sturgeon Bay; Maggie Waggoner, Suring; Peggy Slicer, Tigerton; Sue Abrahamson, Ruth Hoppe, Waupaca; Krisann Dailey, Lucie Erickson, Weyauwega; Alene Newcomb, Wittenburg.

1. Call to Order

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

Introductions

Rebecca Schmitz, the new OWLSnet trainer, was introduced.

All attendees introduced themselves.

2. Minutes of the September 23, 2005 Meeting

The minutes were accepted as distributed.

3. Announcements

- Monika Knapp, who has been the OWLS Business Coordinator for six years, is leaving to take a position as senior auditor at Kerber Rose & Associates in Menasha. We all wish Monika the best in her new endeavor.
- OWLS agencies were reminded to send their phone bills in to Terri for E-rate purposes.
- Terri Richards is now Terri Larkin and her email address is tlarkin@mail.owls.lib.wi.us.

4. Old Items

- Linked Patrons Committee
 - Names of volunteers for the committee to work on the policy for linked patrons were taken.
- Temporary Shelving status
 - Agencies were reminded to give Judy any requests for temporary shelving status.

5. New Items

- MOVE
 - Circulation and Cataloging Training
 - § The two week long database load in December when the new system will be unavailable has severely limited the time available for training.
 - § Instead of the planned onsite training, there will be several locations for

centralized Circulation training.

- § The Circulation training schedule is nearly finished and will be posted when it is finalized.
- § Training sessions will be six hours long (not including lunch) and will probably start around 9 a.m.
- § Advanced training sessions for one or two people from each agency will be offered as large group demos after the hands-on Circulation training.
- § The schedule for Cataloging training for anyone who adds items was handed out.
- § Anyone not on the schedule who adds items was encouraged to contact Holly immediately to schedule training.
- § Everyone who uses the system needs to be trained in one of the OWLS training sessions.
- § There will be Cataloging and Circulation training available after the migration.
- § Training on how to interpret the new system for the public—searching and placing holds for the public and instructing them on the use of the OPAC, is planned but not developed yet.
- § Cataloging training will include working with the Serials database.
- Loan Rules
 - § Gerri explained the handouts for the proposed OWLSnet loan rules, the summary of the major loan rules, and the loan rules for each agency in the major categories.
 - § Agencies need to examine the OWLSnet Loan Rules in Millennium handout and let Gerri know if there are any mistakes.
 - § In setting up the new system, only patron and item info is being moved over. The rest of the parameters and loan rules are being built from the ground up. Because we are starting from scratch in many areas, it is important to watch for errors. It is also an opportunity for reevaluation of our existing procedures.
 - § In these new loan rules, the existing daily fine rate for each agency has been maintained, the loan periods and renewals recommended by the committee on loan rules has been used, and maximum fines have been approximated based on existing maximum fines.
 - § In the single page handout, OWLSnet Loan Rules, SH in the loan rules stands for Short Holdshelf. VSH stands for Very Short Holdshelf. These loan rules are necessary to accommodate agencies that are open for 2-4 days a week and one day a week respectively. The loan rules for these agencies will prevent items from being on the Holdshelf for longer than two weeks.
 - § The Millennium system has a firm limit of 500 loan rules. About half of those rules have been setup and there are more to add. Consolidation of loan rules is, therefore, very important.
 - § **The loan periods and the fine rates were accepted unanimously.**
 - § Maximum fine rates were discussed.
 - The five dollar maximum fine for magazines was accepted.

- After a break, Jennifer Thiele, the new director at Lena was introduced. Mike Kenney, the new Marketing and Development Coordinator at APL, was also introduced.
- Maggie Waggoner updated the group on the efforts to get a new library building in Suring. The Wisconsin Department of Commerce awarded Suring a community development block grant. The library is about one third of the grant, which also includes a learning center and city offices. Unfortunately, the grant was for approximately \$250,000 less than is required for the whole project. The grant provider is also very specific about the money being used for exactly what was quoted, so the plans cannot be redone for a less expensive building. Suring has access to the loan for two years and is hard at work trying to raise the needed funds.
- Three representatives from the Weidert Group gave a presentation on the Power of Branding. They discussed the importance of creating a memorable and identifiable product.
- Infosoup.org was introduced as the proposed name for the new catalog.
- A work-in-progress sample of the new catalog can be seen at <http://owlsils.owls.lib.wi.us:2082/>.

Lunch Break

- Loan Rules discussion continued...
 - § Each of the main categories of Loan Rules on the OWLSnet Loan Rules handout was discussed and options for the maximum fines were added to the list.
 - § New Loan Rules will be sent out with the new maximum fines options.
 - § Please check the loan rules for your agency and verify or pick a fine structure from the options available.
 - § Special Loan rules
 - Please list (on the purple handout) any category of items at your agency that has a specialty loan rule. Please give as much information about the item type, including Scat and shelving location.
- Final I-Types
 - § The final version of the I-Types list was handed out.
 - § The short loan I-Type is the item's regular I-Type with 100 added. Changing back from short loan simply involves removing the 100 digit.
- The new system will permit statistics gathering by call number. Any prefix in the call number field such as +, J, Q or R will prevent statistics gathering for those call numbers. Charles can still make batch changes to those call numbers until November 23rd.
- Location codes: display and cleanup
 - § Please let Gerri know if any mapping codes of large groups of things are going to the wrong location.
 - § Also let Gerri know if anything is mislabeled.
- PR/Marketing
 - § Rick asked for volunteers to serve on a committee to develop PR materials for the new system. Elizabeth Timmins and Penny Habeck volunteered, and Barb Kelly volunteered an Appleton representative.

- Receipt printers and barcode scanners
 - § Receipt printers and scanners work with the new system!!!
 - § Samples of receipts for checkout, circulation summary, holds, fines and receipts were displayed to great acclaim.
- Holdings data in Marc format
 - § Holdings data is now in Marc format thanks to Charles.
- Updated MOVE Schedule was handed out.
- Calendar for Cataloging
 - § Holly handed out the schedule for cataloging training.
 - § She also handed out and explained the list of transition dates and absolute deadlines vital for cataloging:
 - November 23, 2005 is the last day for GEAC item changes.
 - New items can be added to GEAC but **no** item record changes or deletes after this date.
 - January 30, 2006 is the last day to add new items to GEAC.
 - Starting February 1st, no new items may be added to GEAC.
 - February 1-10, 2006—catalog training and authorization release.
 - After staff has trained in cataloging they may add items to the new system.
- Volunteers
 - § Rick introduced the topic of volunteers and whether OWLSnet should have a policy on volunteers.
 - OWLS and NFLS believe that all essential functions should be done by paid staff.
 - There are necessary skills required to add items that unsupervised volunteers may not have.
 - There are many privacy issues involved in circulation, in particular involving who can and should view patron records.
 - In these tight economic times, it is also obvious that agencies need to use volunteers.
 - § A lively discussion on the appropriate role of volunteers took place.
 - The bibliographic database is an important asset and the quality needs to be maintained.
 - The database and network operations need to be protected with standards and training for volunteers.
 - Volunteers need to be trained about the confidentiality of patron records.
 - There should be a formal sign off sheet for supervisors to sign off before volunteers are allowed to perform certain tasks.
 - § There was a lot of support for formalizing the process of using and training volunteers.
 - § Rick will draft a policy for consideration at a future AAC meeting.
- Due dates during migration
 - § All agencies have their calendars in Geac set to be closed February 19-21 so that nothing will come due on those dates. This has been done to reduce

the amount of checkin work during the busy time when we go live with Millennium.

§ Gerri proposed that those dates in the Geac calendar be expanded for all agencies to be set as closed February 19-27 so that nothing would fall due on those dates. **The proposal was accepted.**

- There have been problems with NEWCat going offline recently. Call Gerri or Dave if you are having problems accessing NEWCat.
- Questions were raised concerning van delivery on February 20th. Rick and Mark will discuss this.
- No automatic date changes for snowbirds
 - § We won't have this ability in the new system, at least not right away.
 - § All of the second addresses and start and end dates will be migrated with the patron record.
 - § OWLS may be able to work on a manual fix for this.
- Don't change anything now!
 - Just a reminder—with so much going on and so many changes ahead, now is not the time to change any policies or procedures.
- BIR items
 - Birnamwood has agreed to start circulating all items when we migrate. If Birnamwood has an item that is needed now, call Birnamwood or Sharrie Schweitzer at Shawano and they can send it.
- Registering for a card—APL
 - Appleton had a sample of the registration requirements information card they have available for patrons.
- AAC meeting schedule
 - The new AAC schedule has been posted on the OWLSnet website.
 - § The upcoming dates and locations are: Dec. 16 OWLS, Jan. 20 OWLS, March 17 NFLS, April 21 OWLS, June 16 NFLS, Aug. 18 OWLS, and Oct. 20 NFLS.

6. Other Business

- Please get your 2006 calendar information to Patty right away.

7. Adjournment

- The business meeting was adjourned at 2:35 p.m.
- There was no OWLSnet Users Group Meeting