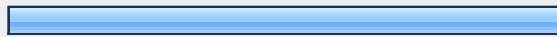







JAB Cataloging/Item & Circulation Committees Questionnaire

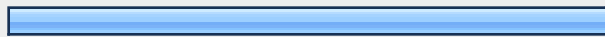

1. All automated libraries have agreed to follow the JAB policy created years ago. There seems to be confusion with the word POLICY. The committees would like to ask this question: Should the policy be divided into two sections titled as follows: Agreed Upon Circulation Standards Agreed Upon Cataloging/Barcoding Standards

		Response Percent	Response Count
Agree		84.6%	22
Disagree (please explain)		7.7%	2
Don't Know		7.7%	2
		comments	3
		answered question	26
		skipped question	0

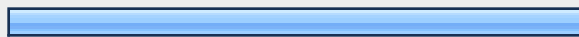

2. Mandatory training for all staff – The committees felt that this was important for setting standards and cutting down on errors that are occurring. An addition to the JAB Policy; “Mandatory training for all library staff using the SIRSI System will be conducted by NCLS staff or library staff certified as SIRSI trainers by NCLS prior to using the circulation system.”

		Response Percent	Response Count
Agree		84.6%	22
Disagree (please explain)		11.5%	3
Don't Know		3.8%	1
		comments	5
		answered question	26
		skipped question	0


3. To assist with standardizing cataloging practices, the committee would like to meet with libraries in the four counties. The meeting would be conducted in each county to review, demonstrate and share cataloging/barcoding procedures with library staff. Would your library staff attend?

		Response Percent	Response Count
Yes		92.3%	24
No (please explain)		0.0%	0
Don't know		7.7%	2
Other (please specify)			5
		answered question	26
		skipped question	0


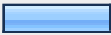



4. To assist with standardizing circulation practices, the committee would like to meet with libraries in the four counties. The meeting would be conducted in each county to review, demonstrate and share circulation procedures with library staff. Would your library staff attend?

		Response Percent	Response Count
Yes		88.5%	23
No (please explain)		0.0%	0
Don't know		11.5%	3
Other (please specify)			5
		answered question	26
		skipped question	0

5. Some titles are produced in many formats, regular print, large print, audio, video, etc.. Then within some formats are hardcover or paperback. A perfect example would be "Gone with the wind". There are multiple records in the database that leave staff and patrons confused. We would like to create Bibliographic records that combine similar formats in order to cut down on the number of Bibliographic records for titles. Recommendation: Adult fiction material will have a bibliographic record that covers all the paperbacks for that particular title and another record for the hardcover. LP paperbacks and LP hardcover will also be separated. A notation after the ISBN # in parenthesis will have the publisher's name. Example: 9780123456789 (Jove : pbk.) We have cleaned up the records associated with "Pagan Stone by Nora Roberts" for you to see the change in the database. Do you agree or disagree with the recommendation

		Response Percent	Response Count
Agree		92.0%	23
Disagree (please explain)	<input type="checkbox"/>	4.0%	1
Don't Know	<input type="checkbox"/>	4.0%	1
Other (please specify)			4
		answered question	25
		skipped question	1

6. Are there item types that can be added or removed? Below is a list of possible changes. Any Item Types you would like added to the existing list, please specify and also state the quantity of these items in your collection. Add for second half of 2010: A-AUD A-DVD A-MUSIC A-VHS J-AUDIO J-DVD J-MUSIC J-VHS Remove after second half of 2011: A-CASSBK A-CDBK A-DVD-FIC A-DVD-NF A-MUS-CASS A-MUS-CD A-VID-FIC A-VID-NF J-CASSBK J-CDBK J-DVD-FIC J-DVD-NF J-MUS-CASS J-MUS-CD J-VID-FIC J-VID-NF

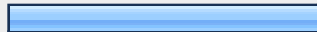
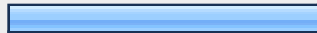

		Response Percent	Response Count
Agree with changes		56.0%	14
Agree with some changes (please specify which Item Types)		16.0%	4
Disagree (please explain)		12.0%	3
Would like another Item Type added (please specify)		8.0%	2
Don't Know		12.0%	3
		comments	12
		answered question	25
		skipped question	1

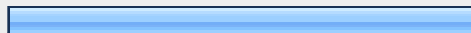
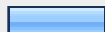
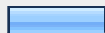
7. Standardizing the Call Number field – The call number serves multiple purposes; to locate the item in the building, where it falls in a report, & grouping for holds. Below are examples where call numbers can cause confusion for the patrons. Please search each of these titles in iBistro. 30 years of National Geographic [DVD] - Search for the record, click on Details - which is the call number 422 or 508? Slumdog millionaire [DVD] - Search for the record, click on Details. Look at the call numbers that are assigned to the items. Would a patron look for the item under call number 503 or 936? Now place a hold. The discription "Oscar Winner 2008" is displayed as if it is a special volume or edition, thus making the patron choose, rather than giving him the first available copy. If both are selected, the patron will receive 2 copies. Fruits basket (the book)- Search for the record, click on Details. All the libraries did not follow the approved standards for "open entries & multi volume sets." Now place a hold. Potsdam and Heuvelton are listed together on V 1, while all other libraries are listed separately because the format used in adding the volumes was done differently by each library. If a patron places a hold for V 1, only the POT or HEU copy will be considered to fill the hold. If the patron selects all the Volume "1"s, he will receive multiple copies of the same book. All libraries must catalog using same format for correct grouping to take place. Please now look at our "examples of Call numbers and item types" posted on our website under Member libraries - Library Automation. Click on sheet two (Other examples) to view Multi-Volume Sets and open entries. Can we create a standard call number list, or agree to use this one, for all staff to follow? Please give us your thoughts.

		Response Count
		21
	<i>answered question</i>	21
	<i>skipped question</i>	5

8. Are you using the Call Number field as a description field?

		Response Percent	Response Count
Yes (please explain)	<input type="text"/>	23.8%	5
No	<input type="text"/>	71.4%	15
Don't Know	<input type="text"/>	4.8%	1
Other (please specify)			4
	<i>answered question</i>		21
	<i>skipped question</i>		5

9. Have you considered using the dewey numbers to classify the non-fiction audios & videos?			
		Response Percent	Response Count
Yes		47.6%	10
No (please explain)		47.6%	10
Don't Know		4.8%	1
Other (please specify)			14
answered question			21
skipped question			5

10. In an item record there is a field called "Number of Pieces". The field reflects the number of physical items. Example: 6 CDs for the audio book. When a number other than 1 is in the field an override is requested. This is a reminder to staff to stop & check the physical items before checking out or discharging the material. Should all libraries be required to fill in the "number of pieces" field?			
		Response Percent	Response Count
Yes		71.4%	15
No (please explain)		14.3%	3
Don't Know		14.3%	3
Other (please specify)			8
answered question			21
skipped question			5

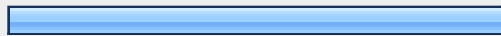

11. The SIRSI System has an element called Hold Map. This allows Item Types to have specified permission and/or priority when dealing with holds. Below is a list containing the libraries' Item Types they don't ILL according to the SIRSI System. The committee would like to know what are the reasons for not loaning certain materials? BLR - A-DVD-FIC, J-DVD-FIC, A-CD-BK, J-CD-BK, A-PBK CAN - RENTAL(Lucky Day Books) CAV - A-Magazine, J-Magazines, A-MISC & J-MISC CLA - A-CDBK, A-CASBK, J-CDBK, J-CASBK, J-MUS-CD, A-MUS-CD, SOFTWARE, AV-EQUIP LOW - A-VID-NONFIC, A-VID-FIC, J-VID-NONFIC, J-VID-FIC, A-DVD-NONFIC, A-DVD-FIC, J-DVD-NONFIC, J-DVD-FIC OGD - A-MAGAZINE, J-MAGAZINE OSW - A-MAGAZINE, J-MAGAZINE POT - A-DVD-FIC, A-DVD-NF, J-DVD-FIC, J-DVD-NF, A-CDBK, J-CDBK, NEW-BOOK WAT - AV (New music CDs)

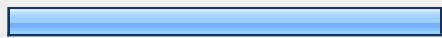


		Response Count
		21
	<i>answered question</i>	21
	<i>skipped question</i>	5

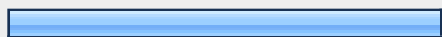
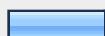

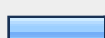
12. What is your library's procedure for damages to another library's materials? Do you assess a cost, notify the patron, notify the owning library, etc.. How do you resolve it with the owning library?

		Response Count
		21
	<i>answered question</i>	21
	<i>skipped question</i>	5

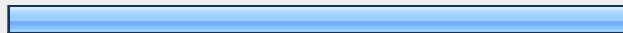

13. Standardizing limits – Can we come up with a standard for any of the configurations on the system? In an effort to become more consistent between libraries, the following recommendations were made: Number of holds allowed per patron would be 10.

		Response Percent	Response Count
Agree		76.2%	16
Disagree (please explain)		23.8%	5
Don't Know		0.0%	0
		comments	6
		<i>answered question</i>	21
		<i>skipped question</i>	5

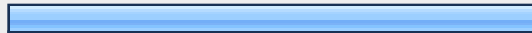

14. Standardizing the Card expiration time to be 3 years			
		Response Percent	Response Count
Agree		66.7%	14
Disagree (please explain)		23.8%	5
Don't Know		9.5%	2
comments			7
answered question			21
skipped question			5

15. Create "NEW" patron profile . This will aid the libraries in the problem of new patrons never returning the items. It will eliminate large losses of materials from the "one visit patron". Watertown Library is using this with good success. The patron would have this profile for a 3 month period. Maximum number of items allowed would be 3 Maximum number of holds placed would be 3 Maximum overdues before Blocked would be 1 Maximum fines would be \$5.00 Do you think this would be a good idea?			
		Response Percent	Response Count
Yes		66.7%	14
Yes some of it (please explain)		14.3%	3
No (please explain)		4.8%	1
Don't Know		14.3%	3
comments			6
answered question			21
skipped question			5

16. A definition of a Barred Patron needs to be established. The recommended definition would be: "Extreme or illegal behavior that goes against library policy".

		Response Percent	Response Count
Agree		95.2%	20
Disagree (please explain)		0.0%	0
Don't Know		4.8%	1
comments			5
answered question			21
skipped question			5

17. Is your library staff using the BARRED status for something other than the previous recommendation? (You may want to run a report on your library patrons that have a BARRED status.)

		Response Percent	Response Count
Yes		0.0%	0
No		81.0%	17
Don't Know		19.0%	4
Comments			3
answered question			21
skipped question			5

18. What is your procedure for handling Expired Users records from another library? Do you update any patron information, notify the library of changes or that you have extended the privileged date?

		Response Count
		21
answered question		21
skipped question		5

19. Library Name and Contact person		
		Response Count
		21
	<i>answered question</i>	21
	<i>skipped question</i>	5