

JAB Meeting
Wednesday, April 29, 2009
NCLS Service Center 10:00 A.M. to 1:00 P.M.

Attendees

Sally Brown – Lowville
Judy Adams – Lowville
Martha Lyon – Oswego
Becky Kintz – Oswego
Lisa Czirr - Oswego
Linda Voorhees – Cape Vincent
Debbie Fuehring - Massena
Paul Schaffer – Massena
Elaine Dunne-Thayer - Massena
Lynn Brodeur – Pulaski
Theresa DiGregorio - Pulaski
Wayne Miller – Ogdensburg
Alice Barton – Clayton
Pat Musante - Potsdam
Sarah Sachs – Potsdam
Janet Moore - Potsdam
Yvonne Reff – Watertown
Barbara Wheeler – Watertown
Dennis Eickhoff – Colton
Bridget Whalen-Nevin - Morristown
Lyn Swafford – Canton
Amanda Jones – Canton
Carole Berard – Canton
Sam McBoom – Canton
Patti Hughes – Chaumont
Stella Todd - Heuvelton
Penny Kerfien – Fulton
Sandy Lamb – Black River

Bev Ripka – Williamstown
Veronica Newvine – Hermon
Lyn Cyr – Port Leyden
Michelle Smith – Sandy Creek
Donna Jacob Sandy Creek
Ceil Cunningham – Alex Bay
Dorothy Dineen – Mexico
Tracy Tanner – Philadelphia
Charlie Garofalo – Gouverneur
Linda McCullough - Carthage
Theresa Hill – Waddington
Penny Sayers-McGrath – Adams Center
Marcia Gray – NCLS
Meg White – NCLS
Jerry Schell – NCLS
Amy Degnan – NCLS
Emily Owen - NCLS
Steve Bolton – NCLS

Libraries not Attending:

Adams
Dexter
Henderson
Madrid
Martinsburg
Parish
Hannibal
Orwell

1. Call to Order Marcia Gray called the meeting to order at 10:00 a.m.
2. Approval of the Minutes from Jun 2008

Motion by Stella Todd (HEU) and seconded by Janet Moore (POT), to approve the minutes of the JUNE 2008.

Unanimously passed and carried.

3. NCLS Director's Report

Mr. Bolton talked about attending the Directors meeting presenting the status of the State Budget.

He discussed the future of the Acquisition List and the Incentive Grant.

He encouraged all libraries to gather email addresses and to take advantage of the reminder notices. Due to the cost of printing overdues, if a library isn't mailing out the two part overdue mailers, please let NCLS know so we save the cost of printing them.

4. Old Business

A. Patron records

Handouts: The Patron Record, Errors Inputting Patrons, and Why You Can't Find Patrons

Meg White discussed a cleanup project she has been working on, correcting improperly input Patron names. Thousands of records have been corrected to make searching for new patrons easier. The different ways of searching was demonstrated, and how improper entries will skew the search results. Running reports weekly or monthly to check on new Patron Records was suggested to help maintain clean data entry. Always confirm patron info at checkout time too.

Libraries were reminded to look at the JAB policy to answer question on correct procedures on entering patrons.

B. Library Circulation & computer Use Policy

Amy Degan discussed the necessity of reviewing all policies especially the Circulation and computer policies every year. If changes are made to the Circulation policy, be sure to email those changes to NCLS so that we can update the library's circulation policies on Sirsi. Many libraries forget to notify us and then the settings of the circ system do not match library policy.

C. Item Call Numbers

Handout: Item Record Tip Sheet

Marcia Gray requested that each library download a copy the NCLS examples of call numbers and Item types, and to revise it to reflect the call number format of the library to aid in call number consistency within each library. She presented examples of multiple call number formats for the same item type within the same library. Consistency is extremely important if a library wants reports of items in call number order.

She demonstrated how easy it is to run reports on a weekly or monthly basis to examine items newly input, and to catch any errors in data entry.

Marcia also expressed the need to follow the approved format for call numbers on Open Entries. Examples were shown of issues caused when improper edition information is used and its effects on display in iBistro.

Also, using a numbering system for Video materials causes the Sirsi System to think that an item is an open entry and prompts a patron to select a specific edition when there really isn't one. Consistency is important when viewing items in iBistro. If entered improperly, it becomes confusing to the patron.

D. Items for Book Clubs

Marcia reminded libraries to place holds on the Sirsi System for Book Club items, and to ask non automated libraries by placing requests in ICICILL, rather than sending out a message through nclsall.

Items were being sent without being put in transit or shipped, with no ability to be traced.

5. New Business

Marcia brought up the idea of having separate Sirsi logins for each staff member rather than just the normal xxxstaff login now used. The thought was that it would help isolate data entry errors or assist in tracking down activities that alter record and item information. The idea was met with mixed emotion, so each library will email Marcia on whether or not they would like the additional logins.

A. Changes in the JAB Bylaws

Article IV – Meetings – section A & C

Changes were proposed to the wording in Article IV section A, to state that we will meet twice a year rather than giving the actual months for the meeting, and Article IV Section C to change the facilitator to the Technical Services Manager and the NCLS Director.

Motion by Alice Barton (CLA) and seconded by Janet Moore (POT), to accept the above changes to the bylaws.

Unanimously passed and carried.

B. Changes in the JAB Policy

Proposed changes to the JAB Policy were discussed and edited as follows:

The wording in the heading of the Policy shall be changed from “(The libraries approved this item on the date shown in parentheses)” to (The approval date for each item is shown in parenthesis).

B 2. The words “fields are” will be changed to “information is”

B 2 vi. State: The two letter postal code will now be the accepted format.

B 3. The following shall be added: (type text as it appears on registration card and only one address).

B 7. The words “whenever possible” will be removed. A new example showing the correct format will be used and acceptable punctuation will be listed.

B 8. Added: All patron information will be typed in upper case, except email addresses.

B 9. Added: Address information should be spelled out and not abbreviated. The address should be the physical location of the residence. The PO Box can be included but should not be the only address information.

B 10. Added: No middle name, type (NMN) in the name field. The format is:
GREY, MARYBETH (NMN)

B 11. Added: When staff is made aware that patron information is not current the following notation is made in the corresponding field (not current mm/dd/yy)
ex. 123 MAIN STREET (not current 03/20/09)

C. Open Entries: Show examples of a call number displaying specific book numbers and an audio with multiple tapes.

D. Correct typographical error (Remove an extra “that”).

H. Added: 2 A list of recommended call numbers is provided by NCLS and is located on the NCLS webpage. Each Library will create a standard call number list to assist staff with consistency when adding items to the collection.

Motion by Bridget Whalen-Nevin (MTN) and seconded by Penny Kerfien (FUL), to accept the above changes to the JAB Policy.

Unanimously passed and carried.

C. Remove the following Usercat1 (Pulaski)

Selkirk, Selkirk Beach, Ramona Beach,
Rainbow Shores, Port Ontario, Fernwood,
Panther Lake

Motion by Bridget Whalen-Nevin (MTN) and seconded by Dennis Eickhoff (COL), to remove the above Usercat 1 fields as well as Hannawa Falls, Winthrop, and Wellesley if not used.

Unanimously passed and carried.

D. New item type for Playaways

The libraries were asked how many were still buying Playaways, and if we would need a new item type. The matter was tabled until the next meeting, giving libraries & NCLS time to review the whole list of Item Types.

E. New Look for Online catalog

Steve Gaines gave a demonstration of the new login screen for the NCLS catalog. There were a few libraries whose elderly patrons found the page very confusing, especially if the monitor was small and the resolution high, causing the selection box to search the catalog without logging in, not to appear without scrolling down. Steve will play around with the design and see if this can be remedied. He will also look into adding the “Renew” and “My Account” functions to the login screen text.

F. Long Overdue Items

Marcia reminded the libraries that it was time to do a cleanup of all long overdue items and to please contact her when they are ready to convert these items.

6. Date for the next JAB Meeting.

A meeting date was not selected at this time. The suggestion was made that we make the meeting a full day with opportunities to meet and discuss other topics. NCLS will possibly survey the libraries for revamping our meetings.

7. Motion for Adjournment

Motion by Alice Barton (CLA) and seconded by Lynn Brodeur (PUL), 1:30 p.m.

Unanimously passed and carried