

JAB Meeting Minutes
May 15, 2007

ATTENDEES:

Lou Anne Stone – Orwell
Sally Brown –Lowville
Judy Adams – Lowville
Charlotte Garofalo – Gouverneur
Karen Dening – Martinsburg
Martha Lyon – Oswego
Linda Voorhees – Cape Vincent
Carol LaDue - Massena
Paul Schaffer – Massena
Cheryl Shutts – Henderson
Margaret Weigel – Pulaski
Lynn Brodeur – Pulaski
Terri DeGregario – Pulaski
David Franz – Ogdensburg
Dorothy Dineen – Mexico
Ceil Cunningham – Alex Bay
Sarah Sachs – Potsdam
Yvonne Reff – Watertown
Vicky Crossway – Watertown
Dennis Eickhoff – Colton
Linda McCullough – Carthage

Patti Hughes – Chaumont
Marlyn Bickom – Dexter
Elaina Smith – Madrid
Lyn Swafford – Canton
Amanda Jones – Canton
Carole Berard – Canton
Elaina Smith - Madrid
Marlene Sutcliffe – Hannibal
Denise Hafner – Hannibal
Marcia Gray – NCLS
Meg White – NCLS
Steve Bolton – NCLS

Libraries not Attending:

Fulton
Clayton
Philadelphia
Sandy Creek
Morristown
Adams Center
Parish

Announcement/Reminders:

1. They were reminded about the emergency support line telephone number.
2. The libraries were reminded about the upcoming classes on reports
3. The libraries were asked to please respond quickly to any emails we send them on cleanup projects and missing materials. It would be really helpful if they responded when the project was completed

Old Business:

4. Data Integrity – Libraries were encouraged to run an item report of all items added to the database each month. This makes it easy at a glance to look for any possible errors in item types, call numbers or incomplete barcodes.

5. Patron Integrity – The same type of report may be run for patrons added each month. For the larger libraries, it is a good check to see that all staff is being consistent in collecting information.

These reports do not need to be run on the first of the month, just any time during the month for the previous month's additions. Linda Voorhees (CAV) suggested it would be nice to have a monthly "to do" list to help them.

It was again discussed that we should be adding patrons using their full legal name, middle name is critical. It was agreed that, since these are universal cards, all libraries shall make corrections in patron

records, since all libraries will be requiring proof of the change before acting. Please be courteous in notifying the owning library of any major changes like change of name or change of library, so that they may correct any registration cards if necessary. The following points were made: the registration card is a legal document and should be kept up to date. On the contrary, everyone should be looking at the patron database for the most up to date information, not the patron registration cards. The universal card says "In signing this card, I accept responsibility for all materials borrowed and will abide by all library policies in effect. I will report the loss of this card immediately" right on the back. All Patron information will be verified on the renewal date of the card. The following changes were proposed and approved to the JAB Policies:

Lyn Swafford (CAN) made the motion to delete

- *Since the patron record is somewhat proprietary to each library, it would be a courtesy to NOT edit other libraries' patron records, if the minimum fields are correct and up to date. If a library would like to see changes made, please contact the owning library to make the changes.*

This was seconded by Marlyn Bickom (DEX)

All in favor: HAN, COL, PUL, LOW, MAR, MAS, GOU, CAV, WAT, DEX, ORW, ALB, CAN, CAR, NEX, CHA, HEN, MAD

Opposed, none

Charlotte Garofalo (GOU) made the motion to change the following:

- *If the patron has moved and would like a card from the new location, the library will issue a new card and the old registration record will be automatically purged after it has been inactive for a period of time.*

To read:

If the patron has moved or legally changed names, or would like a card from the new library, that library will change the database information and notify the original library that the change has been made.

This was seconded by Sarah Sachs (POT)

All in favor: OGD, COL, POT, MAS, GOU, DEX, ORW, ALB, PUL, MAD, CAN, CAR, WAT, CAV, NCLS

Opposed: LOW, MEX

Everyone will review the policies for updates before the next meeting.

The group decide to address agenda item 9 next.

9. Universal Card

We discussed the fact that many registration cards are different. Last October we asked for a copy of everyone's registration card so that we might design a new one for the universal card. Only three libraries sent in cards. No action was taken on this.

A demonstration of the non-automated patron database was presented, showing that the non-automated libraries can only submit any changes to NCLS to edit a patron record. They do not have the capabilities of making those changes themselves, thus controlling database integrity.

We discussed different scenarios for issuing new Universal cards.

If a patron has a card from one of the larger libraries that subscribe to other paid databases, it would not be a good idea to issue a new universal card from that library unless you are certain they do not use those databases. Access to those paid databases is governed by the first 5 digits of the barcode.

6. Patron Cleanup - The project is on the letter D.

7. Reminder Notice: The new reminder notice was demonstrated for those who might wish to take advantage of it. Up-to-date email addresses were stressed.

8. Hold notices: this notice is currently set up to reflect all holds for a library's patrons regardless of the pickup location.

Marcia Gray (NCLS) presented a motion : Change the hold notice report to reflect the pickup library rather than the owning library?

This was seconded by Yvonne Reff (WAT)

In favor: MAS, OGD, COL, POT, HEN, CHA, MEX, CAR, CAN, MAD, ORW, ALB, DEX, GOU, CAV, WAT, NCLS

Opposed: none

Libraries will receive an email when the change has been done to the Hold Notices report.

New Business

10. Proper Call Number Classification: We talked about what is a proper Dewey classification number and displayed a few examples of call number errors. Each library will email Marcia Gray it's list of call numbers for all material in his library collection by Friday, May 18th.

11. Shadowed titles & items: We discussed the fact that because most paperbacks are now uncataloged, the non-automated libraries do not know who owns them and therefore, can not borrow them. We demonstrated how we can unshadow the paperbacks to allow the libraries to view the holdings and then borrow through ICICILL. Many of the libraries were opposed to this because they do not keep their paperbacks in order. An email will go out to the libraries for their response on whether they would be willing to unshadow their collection for interlibrary loan.

12. Missing issue: It was stressed to be careful about using three letter codes. The libraries were shown where to get lists of the codes online. It is important to stay on top of the in transits in workflows and shipped and return pending in ICICILL and contact the library if they are not received. Libraries should run missing lists often to revisit those missing items and to take care of the older items.

13. Circulation Policies: The libraries were given a choice of either sending us a copy of their circulation policies so that we could make sure the policies matched the configuration or, we would supply the information to the libraries for them to review. After discussion, Marcia Gray will be emailing libraries circulation policies based on the SIRSI system.

We will also try and come up with a plan that the libraries might agree to for becoming consistent in loan periods, fines, and renewals. We will base this on 2 scenarios, assigned by size of the library.

14. Item type list: NCLS will review the current list of Item types and see if there are any we can eliminate. NCLS will be email libraries the possible new list prior to the Fall JAB meeting.