<div align="center">

Joint Automation Project
Operations Committee
Minutes April 4, 2007 SALS 10:00

</div>

Present: Valerie Catlin (MVLS), Becky Fasulo (COR), Jennifer Ferriss (SALS), Mary France (MID), Mary Hanley (JA), Claudia Hayes (CPH), Mary Ann Hunter (SAR), Donna Kuhner (GLV), Michele Largeteau (JA), Sharon O'Brien (MVLS), Diane Robinson (JA), Mary Ann Warner (SCP)

- Welcome and committee charge
  Michele Largeteau opened the meeting; the purpose of the committee is seen as setting common language for collections and shelf locations, and standards for data entry in records. The committee will make decisions, and communicate and enforce them. Ideas for effective communication means are welcome. There is an e-mail list for the committee: jaoperations@sals.edu. It was proposed that the committee meet bi-monthly, alternating months with Joint Automation Council meetings.

- Topics
  - Collections/Shelf Locations
    - DVD etc. There was discussion about helping patrons find DVD's and other media, both in PAC and in paper lists, and collection management reports for media types. Collections display in the PAC, and a search can be limited by DVD, so no change is necessary for PAC purposes, though there was some interest in more collection names and flexibility in names. **Action:** There was no recommendation for change at this time.
    - The distinctions between collections (to display in PAC and help patrons find materials in the library), shelf locations (items shelved differently from others in the collection, e.g., oversized, director's office), and media types (ever-changing, and usually indicated by call number) were discussed.
    - Cataloging for more prominent display in PAC for audiobooks formats, Playaways, Large print: At present, [compact audio disc] (or other format) displays with title, and more specific information (MP3, un/abridged) is in the 250 field, which displays as "Edition" below the title in the PAC. "Large print" displays in the icon at right and in the "Edition" below the title. The Description field (contents, etc.) also displays. **Action:** After some discussion and viewing examples, it was decided to use the 245h field and edition field for un/abridged, MP3, Playaway (using trade name as there is no generic yet), and Large print; the information will be both more prominent and searchable.
  - Data entry standards
    - Social Security numbers: should not be in patron records; they were dropped at conversion to Polaris, but some libraries are re-entering them; they are not necessary for collection agencies, as sometimes thought. **Action:** This issue will be referred to the Policy committee for

an official policy; then libraries who have been entering them will be identified, notified and the numbers will be removed.

- Non-DMV identification: While driver's license or non-driver ID is the preferred form of identification, not every patron can supply this; **Action:** Val Catlin, Claudia Hayes, and Donna Kuhner will propose a list of other forms of identification with data entry standards for later consideration by the committee.
- Birthdates: are helpful in verifying identity- forgotten card, duplicate records, and distinguishing between two persons having same name. **Action:** collection of birthdate should be policy and will be referred to Policy committee
- Patrons outside of NY: There seems to be no urgent need for more patron statistical codes for out-of-state residents.

o Technical Services

Graphic novels: may or may not have individual titles for each volume in a series; those with volume titles are easier to find if there are separate records, and Syndetics will often pick up the specific cover image.
Action: It was decided to have individual records for each volume/title of a graphic novel series.

Video (VHS and DVD): sets have been variously catalogued and circulated as 1 or more units. They may be issued separately or as a set, and the size and contents of the set may vary.
Action: It was decided to have both kinds of records (set and individual titles), depending on the item in hand and what the library asked for.

o Polaris Profiles

- Request Lifetime: System default is 90 days, but some libraries have up to 180 days, and this can be necessary if holds are placed on a popular title before it is received. If a patron uses the PAC as "all libraries" and then places a request, the request is active for the system default, not for the pickup library's request life. **Action:** It was decided that the system default should match the longer period used by some libraries, and it will be changed to 180 days; also an iTrac will be filed to ask that the pickup library's request life will be applied.
- Suspending requests: should a suspended request retain its place in the queue? [PAC language is 'suspend'; staff client is change activation date] Current setting is 'yes' **Action**: no change
- OCPL asked if we would support asking Polaris for automatic change from New/popular to regular collections by date; since there are too many parameters (hold options, loan periods, renewals, etc.), varying by library and material, this is not an attractive option for MVLS/SALS.

o Data Cleanup

- Need contacts at libraries for data issues; this led to a larger consideration of notifications and a directory. Outages perhaps should be sent to all users, since a single site contact at a small library might not be in the library; other lists- circ, ILL, technical services, reference, and children's services were mentioned. **Action:** JA staff will set up a

directory and use ad hoc lists, think about how better to manage e-mail lists, and poll libraries for contacts and work on lists later.

- Purges – Items/Fines/Patrons
  Fines: there is no bulk way to purge fines; there is a process to delete patrons with their fines. Further thought is needed.
  Patrons: inactive patrons not having fines were purged in late 2006.
  Items: While there is interest in purging withdrawn items, some information that may be wanted by libraries to track multi-year trends would be lost, as some information is not connected to the transaction history; an iTrac has been filed to ask for more information in the transaction history. **Action:** don't push the 'delete' button yet
- Patrons
  - Without statistical class codes
  - Invalid notification options
  - No PINS
  The current procedure (JA creates record sets and the trainers fix if just a few, or notify libraries if more) is working well.
- Items [needs more consideration, as time was running short]
  - Without statistical codes or invalid material type/stat code: The current procedure (like patron records, above) is working well.
  - Without collections: should be corrected **Action:** JA will develop a method similar to the others so that these can be addressed. "Display in PAC" not deselected on Withdrawn: Jennifer and Sharon have cleaned up in bulk; trainers will notify libraries
  - Transferred/In transit too long: follow-up is needed- libraries should run these reports weekly, so that claims can be made to delivery company, though the first one, if not run for some time, will be daunting. **Action:** A report will be created to address this. It will be announced, with instructions and a deadline for libraries to act upon it when it is ready.
  - Lost/Missing items: need follow-up
  - Missing: after a time (yet unspecified) should be withdrawn; no action specified
  - Lost: if paid for, should be withdrawn; no action specified
- Record sets: also need cleaning up
o Other
- ILL Agency fines, practices etc.: The policies of some libraries were erroneously set to charge overdue fines to ILL agencies. Action: JA staff will change the overdue fine rates to 0. JA does not have a way to delete outstanding overdues on these, but we can identify them so that the libraries can waive them. Val Catlin will send a note to users to users to delete outstanding overdue (but not replacement) charges, with a reminder to follow up on items not returned; because there are not full mailing addresses in the patron records (only delivery address), bills may not be getting to those libraries.

- Bounced e-mails from patron notices: patron records must be updated promptly to remove incorrect e-mail address, or any e-mail address if patron does not want e-mail notices, and the notification option changed to mailing address. **Action:** Trainers will send a message to site contacts.
- Dates for future meetings: 6/6/07 at MVLS; 8/8/07 at SALS; 10/2/07 at MVLS; 12/5/07 at SALS; all at 10 a.m.
  Members are asked to send topics for future meetings to Michele (Michele@sals.edu)

Respectfully submitted: Valerie Catlin (with help)