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Joint Automation Project
Operations Committee
Minutes June 6, 2007 at ROT at 10:00 a.m.

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Present: Deb Callery (JOH), Valerie Catlin (MVLS), Becky Fasulo (COR), Jennifer Ferriss (SALS), Mary Hanley (JA), Mary Ann Hunter (SAR), Donna Kuhner (GLV), Michele Largeteau (JA), Sharon O'Brien (MVLS), Mary Ann Warner (SCP)
Guests: Sue Laing (GLE), Kathy Naftaly (GLE)

- Topics from prior meeting:
  - Patron ID
    - Social Security numbers: the JA Council approved the policy that there will be no SS numbers in the database, and that those present will be removed. **Action:** The policy and ID standards will be announced; JA staff will identify records with SS#'s or ID's that do not meet standards, and time will be allowed for libraries to clean them up. A deadline will be set (tentatively 12/1/07), and JA will investigate whether a patron records purge can take place first.
    - Patron ID: Valerie Catlin presented the subcommittee's report on Patron ID standards. **Action:** She will revise for general distribution.
  - Birthdates: The Policy committee did not pass a policy requiring birthdates, but including birthdate in the patron record was and is highly recommended.

  - Contacts lists: **no action** taken yet

  - Transferred/In Transit items: many hundreds of items are in transferred (to fill hold) or in-transit (going home) status, some from DRA days. SCP has the most, >600; most libraries have <50. Michele showed a sample report (Circulation- Items transferred or in transit), and solicited suggestions. **Action:** record sets will be created of items transferred/in transit >30 days, and libraries will be asked to check shelves, and be given instructions on how to update status. When the report is ready for access on production, libraries will be urged to run it weekly and check shelves for their own items first, then follow up with the libraries to which the item was sent or from which it was returned.

  - ILL Agency fines: library policies were changed so that ILL agencies do not accrue overdue fines, and outstanding overdue fines were waived. **Action:** a message (already drafted) will sent to site-contacts.

  - Bounced email notices: Mary Hanley is monitoring bounced e-mail notices, and libraries are supposed to follow up on them (some are). Some patron records have been set to e-mail notification, but if the first e-mail address field is blank, and only the alt. e-mail field is filled in, those people will not get notices. **Action:** Mary will look at finding records where e-mail notification is set and first field is blank, but there is an address in alt. e-mail, and will correct those records.

- New topics
    - Cataloging- Target audience: To enable staff and patrons to limit their searches in the PAC/Staff client for "only children's" materials or "only adult" materials it has been suggested that target audience in the bibliographic record be re-examined. Currently Technical Services staffs use the following target audiences: preschool, primary school, pre-teen, juvenile, young adult and general. It was decided that general should not be used, but adult should be used. The staffs will not add preschool, primary school or pre-teen to records, but they will not remove this designation from valid cataloging sources. The staffs will add: juvenile for all materials created for children, including G and PG movies; young adult for all print and audiobooks that deal with teenagers; and adult for everything else, including PG-13, R and NR movies. **Action**: Jennifer Ferriss will draft a list of target audiences and when they should be used.
    - Cataloging- ISBNs in serial/open entries: if cataloguers add the ISBN of the most recently-ordered or acquired edition to the bib record, it should get a Syndetics picture (current procedure is not have ISBN's or dates in open entry records). **Decision:** catalogers will add ISBN of most recent edition, but no dates into bib record

    - Patron record UDF4: was changed to CybraryN Use Only (XXX,YYY)
    - Patron record UDF5: what are libraries using this for? GLE using for prior address, but it was demonstrated that the home address could be changed to type prior address, and the new address added as the home address. **Action:** Libraries will be asked for what they are using UDF5 before any decisions or recommendations are made on use of the field.

    - Polaris 3.3 implementation plan: Michele outlined dates (some tentative):
        - July 5-6 and undetermined dates in August: 3.3 Webinars, to which all libraries will be invited
        - July 9: install 3.3 on trainer
        - September: training
        - Columbus Day: install 3.3 on production server
        - Serials: after 3.3

    - JA Intranet: is hard to log into due to browser differences; JA staff want to redesign, and Michele is soliciting ideas for changes/improvements

Respectfully submitted: Valerie Catlin (with help)