



**PrairieCat Technical Services Committee
DRAFT MINUTES
October 18, 2018
In Person – Reddick Library**

IN PERSON: Bonny (PC), Brozovich (RP), Chapman (RL), Conderman (MS), DeBord (YK), Fine (PR), Groth (EM), Lien (PC), Sangston (MA), Shippy (MX), Slanicky (PC), Tedder (PC), Zanelli (PC)

PHONE CONFERENCE: Bill (CC), Clark (PE), Landis (KK), McSweeney (HD)

ABSENT: Hutchinson (PC), Schwenneker (RD), Slininger (SL)

- I. Welcome and Roll Call for Attendance** – Fine (PR) welcomed everyone.
- II. Review agenda for additions/corrections** – No changes were made to the agenda.
- III. Approval of minutes from: August 9, 2018** –

Brozovich (RP) made a motion and Shippy (MX) seconded to approve the minutes from June 14, 2018 with corrections. Motion was approved.
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- IV. FY19 Committee Roster and Meeting Schedule, Need New Vice-Chair/Chair-Elect** – There are two new committee members, Tari Sangston (MA) and Carol Conderman (MS). A volunteer for a new vice-chair/chair-elect is needed. Shippy (MX) volunteered to serve as vice-chair/chair-elect until her term expires in 2019. Teri Schwenneker (RD) resigned and will need to be replaced by having an election. Send nominations for a replacement for Schwenneker by emailing Bonny (PC).
- V. Pending Projects/Updates**
 - a. **Matching Class** – To help prepare for the barcode test, PrairieCat will be adding a new class, The PrairieCat Matching class. This class will go over matching criteria which is a major component of the barcode test as well as going over the test in general. Currently, this information is squeezed in the PrairieCat Cataloging Item Entry class. The addition of the Matching class will allow quality time to thoroughly go over match points. This in turn will allow PC staff to focus on training just the mechanics of the Sierra software and item entry in the Item Entry class and will provide more hands-on in each class. This class will be a prerequisite to the PrairieCat Cataloging Item Entry

class. This will also be an ondemand class offered in person at any of the service centers when requested.

- b. **Connexion I Class** – Instead of sending in a Notepad file, libraries will be able to submit a .dat file instead. The previous PraireCat Connexion client class was all encompassed in one manual and one class. This has been broken up into three manuals and three classes. A Connexion II class will provide additional information and include MARCReport. There are a few new people who want to start learning MARC. Friday, November 9 will be the first Connexion class, called PrairieCat Matching and PrairieCat Connexion I, and will be at 9:00 am – Noon in person at the Bolingbrook office.
- c. **Call Number Conversion Project** – Lien (PC) provided an update on the call number conversion project. Approximately 20 libraries have been completed. Lien has been working on the project while the other PC staff are working on other projects. If you want your items converted soon, let Lien know.
- d. **NIC Project** – Eight libraries from NIC will be joining PrairieCat. Judy is the projector manager and the project has a Go Live date of mid May 2019.

VI. Idea Lab Reminder – A demo of Idea Lab will be done at the PC Member Updates, October 29-30 and November 1. PC members will be made aware of specific enhancements that we want our members to vote on. Fine (PR) asked for specific instructions on how to vote for a specific topic(s)/enhancement(s). Instructions will be provided at the PC Member Updates. See L2 for more information on the PC Member Updates.

VII. New Format Show and Tell (by members) - Chapman (RL) discussed hotspots at her library. Hotspots circulate for one week at RL. There is a \$5.00 fine per day. If a hotspot is not returned, the library turns it off 10 days after the due date, forcing the patron to return it quickly. RL now has 15 hotspots. They are very popular and some patrons are getting new library cards just so they can borrow hotspots. RL has an unlimited data plan. A hotspot can have up to ten devices attached. They may get one hotspot just for staff to use. The hotspots must be returned to a staff person to make sure all the parts are there and it still works before the item is checked in. There is no grace period at RL. RL staff manually applies a \$5.00 fee because Sierra automatically gives it a one day grace period. Holds can be placed on hotspots. MX doesn't allow patrons living in the same house to renew hotspots. Family members would renew the hotspot so they could keep it longer. The hotspot has to be plugged into a wall outlet to maintain speed and come with a one year warranty. YK is starting to purchase Playaways. MX has VOX books. These are books with an audio player. They need to be charged twice per year and there are MARC records in OCLC for them. So far, only BY is purchasing Vinyl.

VIII. FY2019 Projects

- a. **Scopes for Adult and Teen** – We currently have a juvenile scope for the OPAC. Part of the NIC project will create an adult only scope and a teen only scope.
- b. **Badging Program / Strategic Plan Initiatives** – Tedder (PC) is investigating badging programs and possibly using Access software to track all classes library staff take. L2 already tracks class attendance, but GOTO does not. More details to come.
- c. **Customizing Brief Record Display** –
 - i. There was a discussion of possibly displaying the description and/or publishing paging information in the Sierra brief display.
 - ii. The 090 tag (LC call number) displays in the bibliographic full record summary display at the top of the screen in the black section of the screen. Tedder (PC) deleted two 090 tags in a bib record, saved it, and the 090 tag went away. Removing the 090 tag from the display would eliminate confusion for staff. The possibility of removing or converting the 090 tag from the record display will be discussed in today's MARC meeting.

IX. BYPT 'Bring Your Problems' Time/Other

- a. **ILL Module** – Teppen (UT) asked how the ILL module affects the online catalog. The ILL module does not affect the catalog. It creates a temporary record but does not add items in Sierra.
- b. **New Director at RAMG** – RAMG has a new director, Mary Jean Hauger.
- c. **Time of Year for In Person Meetings** – Members like October for the in person meeting. A Doodle poll will be conducted to determine the date for next year.

- X. **Review the TSUG Manual** – A small portion of the TSUG manual will be reviewed at each committee meeting until it is finished.

**Next Meeting is Thursday, February 14th, 2019, GOTO, 9:30am – 11:00am.
MARC/MARC-Lite Catalogers Meeting (11:15-11:45am) to follow PC Technical Services Committee meeting.**