

## V-Cat Meeting Minutes

Thursday, April 13, 2017 9:30 a.m.

Marathon County Public Library, 300 N. First St., Wausau, WI



### Call to Order and Announcements:

S. Bedroske called the meeting to order at 9:35 a.m. Roll call was taken and a quorum was present. This was C. Taylor's last V-Cat meeting as she will be retiring in May 2017. The Council welcomed new Withee Public Library Director T. Miniatt to her first meeting. Ruby Wenzel, new director at the Western Taylor County Public Library (Gilman) was unable to make this meeting.

### Members Present:

J. Jochimsen, C. Taylor, S. Bedroske, F. Albrecht, T. Hall, K. Metzke, M. Stachowiak, E. Schwartz (proxy for M. Dunn), E. Clarkson, C. Hart, T. Blomberg, E. Brewster, C. Celestina-Smith, T. Miniatt, and Ann Mroczenski.

**Via Go To Meeting:** K. Heiting, C. Huston, J. Beloungy (proxy for R. Wenzel), and V. Roberts.

### Also Present:

K. Wegner, D. Litzer, I. Christman, M. Sepnanski (GTM), C. Luebbe, M. Derpinghaus, R. Hitt, and K. Roesler.

### Absent:

V. Calmes, M. Gobert, R. Wenzel, and M. Taylor.

### Approval of the Agenda:

C. Taylor moved to approve the order of the April 13, 2017 V-Cat meeting agenda, K. Metzke seconded. Motion carried.

### Approval of the November 3, 2016 Minutes:

K. Metzke made a motion to approve the February 2, 2017 V-Cat meeting minutes, E. Schwartz seconded. Motion carried.

### V-Cat Financial Report:

C. Taylor made a motion to approve the V-Cat Financial Report, J. Jochimsen seconded. Motion carried.

### Bibliographic / Interface Committee:

C. Luebbe, V-Cat Bibliographic/Interface Committee Chair updated the Council on the following:

- Sierra Snack "What are Fast Adds and How Do They Work?" – A PowerPoint to illustrate the history, best practices and recommendations of the Bib Committee was presented (and later shared on the V-Cat website at: <http://www.wvls.org/sites/all/libraries/pdf.js/web/viewer.html?file=http://www.wvls.org/sites/default/files/meeting/docs/Fast%20Adds%20Bib%20Com%20Rept%20April%202017.pdf> Referred to as a *fast add* in the former Horizon software, the *On-the-Fly* process in Sierra is used by library staff to create very brief records during checkout for items not in the database. Bib Committee and Council members shared ways in which libraries are now using the On-the-Fly process. It was noted that while most V-Cat members don't use this process, some libraries use it very heavily and, oftentimes, these on-the-fly records are not updated to full catalog records nor deleted from the database by the libraries that created them. Neglecting to clean up on-the-fly records clutters the database as Sierra does not automatically delete these records. It was noted that use/misuse of on-the-fly records may:
  - Compromise consistency of statistics – on-the-fly circs are counted as 'books'
  - Interlibrary loan statistics may become compromised with on-the-fly records
  - Problems with maintaining a clean online catalog may arise
  - number of items owned by a library may not be accurately reflected in statistics
  - inhibit access to *all* materials
  - make some materials invisible to your patrons and the world
  - waste staff time due to time spent repeatedly adding item records
  - create a perception of fairness to member libraries who are willing to share materials all materials with others
  - inaccurately reflect circulation and holdings, which may impact numbers in the V-Cat funding formula
- Members were instructed to quit using On-the fly records for interlibrary loan.
- E. Schwartz said that Merrill uses "On-the-Fly" records for missing items, mis-shelved items, and equipment.
- C, Taylor said that Antigo uses a bib and item record for their equipment such as headsets, etc. and does not use "On-the-Fly" records.
- The Council was encouraged to clean-up existing "On-the-Fly" records.
- The Bib Committee will review the "On-the-Fly" list after libraries complete the recommended clean-up. Instructions, training, and recommended guidelines on the proper use of "On-the-Fly" records will be shared at the June V-Cat meeting.
- WVLS will send out the current list of "On-the-Fly" item records that need to be cleaned up.

- C. Taylor stressed how important it is for all V-Cat Libraries to do their part in keeping the database clean. This means taking care of things when WVLS sends out lists of corrections and following the recommended V-Cat Guidelines. WVLS staff spends a huge amount of time fixing things that the libraries should be doing themselves.
- The Committee is working on planning the upcoming Cataloger's Retreat that will be scheduled for August or early September.
- Forthcoming and New York Times Bestseller lists will continue after C. Taylor retires in May 2017. Taylor is working with Bib Committee member, Marie Pregler to create written instructions for this process.
- I. Christman has contacted EBSCO about the Discovery product API and automating the database updates. This is still on the waiting list for implementation after Sierra and EBSCO work out the details.
- I. Christman experimented with the EDS carousel widget of new books. After comments from some users, this widget needs more refinement so it reflects appealing content to our patrons.
- The Bib Committee will continue to experiment with SKYPE for future meetings.
- C. Luebbe shared updated instruction sheets on the 020-subfield q, 959 Memorial field, and Interlibrary Loan Items to Add/Delete. These are now on the V-Cat Training website.

### Cooperative Circulation Committee Report:

Co-chairs M. Stachowiak and K. Roesler reported that they are in the process of organizing this committee. They requested libraries to submit circulation topics to be reviewed. An FAQ on Sierra holds and a review of the V-Cat Circulation training documents and guidelines are some of the topics suggested.

### Other Sierra Topics:

- I. Christman gave an update on progress with the WVLS Sierra server virtualization project. A more urgent update has been identified by WVLS staff. In order to continue using Sierra E-Commerce at the end of June 2017, the Sierra server's OS (Operating System) will need to be updated. This is scheduled for May 15, 2017. This OS upgrade will start early in the morning and be completed before most V-Cat libraries open for business. More information will be shared as it becomes available.
- I. Christman explained the timeline for upcoming updates to Sierra. Most likely the Sierra virtualization will be scheduled for fall 2017.
- I. Christman presented the 2018 V-Cat Budget Draft and provided line by line detail. C. Taylor moved to approve the proposed 2018 V-Cat Budget and E. Schwartz seconded. The motion was approved by consensus.
- I. Christman addressed concerns about Sierra holds and conveyed Innovative's response to several tickets. She reminded members about the Innovative Holds consultation that was done in 2014. Things to consider when questioning Sierra holds will be included in the Cooperative Circulation Committee's FAQ, such as:
  - Be sure to use item specific holds vs bib level hold correctly
  - Keep in mind when paging lists are printed, and when they are actually pulled; and the impact of the library's open hours
  - Proper use of freezing and UN-Freezing holds by patrons
  - Proper use and effect of the "Not needed before and after dates"
  - M. Stachowiak suggested a workaround for paging list items that have a not needed by date. She goes ahead and back dates the hold on the item so that it appears on the paging list in a timelier fashion.
- I. Christman announced an upcoming small change to the PCode 4 table due to new library agreements from the Northern Waters Library System.
- **PLSR Project ILS Workgroup Update:** I. Christman noted that the PLSR workgroups are meeting and minutes w/recordings are available on the website: <http://www.plsr.info/>
- K. Metzke asked about a courier issue regarding rubber bands. I. Christman referred her to Augo Hildebrand.
- I. Christman announced the changed date for the June V-Cat meeting due to several other commitments.

### Request for June 15, 2017 Agenda:

S. Bedroske asked for items for the June 15, 2017 V-Cat meeting agenda. No agenda items were suggested.

### Adjournment:

K. Metzke moved to adjourn the meeting. J. Jochimsen seconded. Motion carried. The meeting adjourned at 11:47 a.m.