

**OWLSnet**  
**Administrative Advisory Committee Meeting**  
**Nicolet Federated Library System**  
**January 10, 2003**

Present: Ann Schmitz, Algoma; Michael Nitz, Linda Streyle, Mary Van Lieshout, Appleton; Karen Dickman, Birnamwood; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Cyndie Shaffer, Crivitz; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Debbie Meixensperger, Kaukauna; Michael Wilber, Keshena; Susan Grosshuesch, Kewaunee; Theresa Van Himbergen, Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Pat Kosuth, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Terrie Howe, Mark Merrifield, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Dorothy Youngblood, Scandinavia; Elizabeth Timmins, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Peggy Slicer, Tigerton; Peg Burington, Ruth Hoppe, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Kathy Houlihan, Rick Krumwiede, Holly Otts, Barbara Strauss, OWLS.

1. Call to order

The meeting came to order at 9:35 a.m.

Introductions

Pat Kosuth, the interim director of the Marinette library, was present.

2. Minutes of the November 8, 2002 meeting

The minutes were accepted as distributed.

3. Brief reports

a. PLUS server: migration follow-up:

The migration to the new server went smoothly. After the migration additional work was performed to activate a number of scripts that provide Purchase Alerts, CL-CAT accounts, etc.

b. PLUS/NEWCat: Images for new materials page:

Rick explored becoming an Amazon.com Associate in order to include links to cover images in the new materials database. After discussing the pros and cons of becoming an Associate, the OWLS Board concluded that it would not be appropriate for OWLSnet to promote Amazon.com sales. The Board had no objection to seeking proposals from vendors to license the use of cover images.

c. Distribution of new contact lists: The contact lists for Patron Registration, Holds, Technical Services, and Billing were distributed.

d. Distribution of annual statistical reports:

The annual statistical reports were distributed from the system offices. The report includes items added and deleted for December and a total for the year. The number of serial volumes owned is not on the report; that figure will have to be calculated manually. The annual report is due on March 1. Rick will send out information for the annual reports later in January. The consolidated libraries will receive all the branch info.

- e. Number of email notifications – From May 13 to the end of December there were 43,023 email notifications sent. This savings in postage could be pointed out to local board and legislative representatives.
  - f. Virus server – The Gates server that OWLS received from Waupaca will be implemented for virus protection. The LSTA grant of \$13,600 will be applied to the project cost of \$22,000. Work on the project can't be started until the LSTA funds are released from the federal government. After implementation there will be group virus protection. Libraries will no longer need to do any updating.
  - g. Co-Sponsors Needed for H.R.13, Museum and Library Services act of 2003 – ALA is asking library supporters to contact their Representatives to ask them to sign on as co-sponsors for this legislation. Mark Merrifield distributed an email regarding support for H.R.13.
  - h. Update on “future” things being planned for OWLSnet
    - Budget concerns
    - PLUS upgrade 3.3 in February or March
    - NEWCat upgrade
    - Investigating software for signing up patrons for Internet use
    - Investigating tracking patron use of Gale Group Databases for each library
4. Clarification on procedures for damaged materials or materials with missing parts:

The task force that met to recommend a revision to the procedures for handling damaged/missing parts material concluded no change was needed. OWLS will provide instruction sheets and a new routing slip for damaged/missing parts material to aid circulation staff.
  5. Demonstration of new periodical titles database:

Holly demonstrated this new database (developed by Charles Ledvina) that integrates access to periodical titles in paper and online formats. <http://www.owls.lib.wi.us/cgi-bin/sermenu.pl>

The database integrates all serials from OWLSnet, Gale, and EBSCO. The tool will be developed further and will be available to libraries to link on websites. The database has links for each title to NEWCat (for holdings) or the online resource (for full text). OWLS will notify librarians when the tool is ready for public use.
  6. Periodical titles with many items:

Because NEWCat has a limited space allotted for holdings display, the holdings for weekly and bi-weekly periodicals have become so large that the current issues no longer display. It was recommended that library holdings include only the current and previous year. Some of the libraries are willing to try this. There will be a status report at the next AAC meeting in May.
  7. Other topics:
    - a. Terrie Howe asked if there was interest in a presentation on using netLibrary at the reference desk.
    - b. A new netLibrary URL (<http://www.owls.lib.wi.us/cgi-bin/netlibrary.pl>) will allow direct access to netLibrary within your library. Using the URL outside your library will require authentication with patron barcode and first four letters of last name.
  8. The next meeting will be on May 16, 2003 at 9:30 at the Appleton Public Library.

**OWLSnet Users Group Meeting  
January 10, 2003**

Following are AAC topics from member libraries:

1. Barbara has been working on the c-fly problem list. She places an item hold and then attaches the item to the right record or adds a title record. She then sends the item with the AT-Key to the owning library so that the item record can be completed. About a hundred c-flies have been link in recent months.
2. When an item from another library says "Item Checked In", but does not tell you to send it back to the owning library, check it in again for the "route to" display.
3. Check items for missing parts or damage before routing.
4. The holdings in the NEWCat audio and video collection databases are in alphabetical order and do not list your agency first.
5. When checking items out to an institution (such as a nursing home) that is the only circulation counted. The circulation done internally by the institution is not legally your circulation and cannot be counted. This follows the legal definition of circulation from the state statutes.
6. Holly will be offering a collection development class on different formats (DVD, etc.) in 2003.
7. There was a discussion on issuing cards to people without permanent addresses. There were various policies at different libraries.
8. How does the circulation of videotapes and DVDs compare? A systemwide summary by item category to compare VHS vs. DVD and cassette vs. CD circulation might be useful. It was noted that VHS circulation has not decreased. Each month libraries can compare circulation by item statistical category for a local perspective.
9. Barbara Wentzel reported that Specialty Store was a good source for media packaging supplies:  
Specialty Store Services  
6115 Monroe Court  
Morton Grove, IL 60053  
1-800-999-0771  
[www.specialtystoreservices.com](http://www.specialtystoreservices.com)

Another source that is a good choice:

The Video Store Shopper  
3987 Heritage Oak Court  
Simi Valley, CA 93063  
1-800-325-6867  
[www.shopperinc.com](http://www.shopperinc.com)

10. All high demand items should be short loan including popular music CDs.

11. Please use removal tape on material owned by another library. Some libraries may think they are using removal tape, but the packaging should indicate that it is removable tape. (Use Scotch tape in the blue plaid container.)

The meeting adjourned at 1:40 p.m.