

OWLSnet Administrative Advisory Committee Meeting

Waupaca Area Public Library

June 19, 1998

Present: Ann Schmitz, Algoma; Maggie Ernst, Lori Franz, Michael Nitz, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Kathy Coppock, Mary Seggelink, Florence; Carolyn Habeck, Hortonville; Elizabeth Berkholtz, Iola; Debbie Meixensperger, Carol Rausch, Kaukauna; Sue Grosshuesch, Kewaunee; Ellen Connor, Manawa; Nancy Krei, Marinette; Barbara Wheeler, New London; Karen Kuhn, Oneida; Kathy Whitt, Seymour; Mike Hille, Shawano; Becky Rickel, Shiocton; Becca Berger, Sturgeon Bay; Peggy Slicer, Tigerton; Kristen Anderson, Jerry Brown, Waupaca; Lucie Erickson, Linda Streyle, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Rick Krumwiede, Barbara Strauss, Kathy Houlihan, OWLS.

1. Call to order

The meeting came to order at 9:40 a.m.

2. Minutes of May 15, 1998 meeting

Shawano checked on the status of two-window envelopes. Rick Krumwiede will contact everyone in the survey who wanted envelopes and place an order. The minutes of the May 15, 1998 meeting were accepted.

3. Brief reports

a. Status of network members

Becca Berger, Sturgeon Bay, reported that they have started circulation/picklist on June 15 and Sister Bay will follow on June 22. The staff is impressed with holds.

Michael Nitz, Appleton Technical Services, said they are cleaning up item records in fiction so all records will have call numbers.

Alene Newcomb, Wittenberg, is being overrun by children.

Barbara Wheeler, New London, was gone for one month. Their people counter has finally been installed, but they are not real happy with it.

Maggie Ernst, Appleton, reported that they don't like their people counter.

Florence--Kathy Coppock reported that school is out. Mary Seggelink said they have a nice summer program on conservation. The Florence County Library hopes to build an addition onto the school library that would give a feeling of a county type library. Residents would have their own entrance and the parking problem would be improved. Mary was hopeful that enough funds could be raised for this project.

Kathy Mitchell, Clintonville, reported that they have finished their technology plan and their board has approved it. After visiting Appleton Technical Services, Clintonville has made some changes. They are now barcoding on the back of their books and changing nonfiction call numbers.

Weyauwega--Linda Streyle has started their Summer Reading Program. Lucie Erickson reported that they are installing cupboards in the workroom. Lucie was very pleased with the productive meeting she had with Beth Carpenter. Lucie said their technology plan was ready for the board.

Ellen Connor, Manawa, said their board approved their technology plan.

Carol Rausch, Kaukauna, reported that they had Kevin Adiere (juggler) and the Timber Rattlers for their summer reading program. Jeanette Siebers is retiring on July 1 and Debbie Meixensperger will be her replacement.

Nancy Krei, Marinette, said they would be getting new carpet in July. Nancy said there was an error in the record for the new Bailey White book, Quite a Year for Plums. Their PC in the back room will be replaced.

Mike Hille, Shawano, said they are busy adding books on tape after receiving a gift of 250 tapes. Lori Franz will be going to Shawano to help add their state documents.

Carol Luepke, Bonduel, reported that a fund-raiser for a new building was started on June 1. Carol asked for advice on an appropriate size for the new building.

Kathy Whitt, Seymour, announced that Burger Fest would be held August 1 and they will have their sesquicentennial celebration in early September.

Beth Carpenter, the new Electronic Resources Librarian for OWLS, will be consulting with the OWLS libraries on implementing electronic resources, web work, and the Internet.

Carolyn Habeck, Hortonville, reported that their technology plan is ready for their board.

Kristen Anderson, Waupaca, reported that they have frozen their shelf list and have changed barcode placement to the back.

Karen Kuhn, Oneida, reported that the Green Earth Branch and Three Sisters Library worked together on a float for the Oneida 4th of July Parade. Each library will be visiting each other for some of their craft activities and field trips for the Summer Reading Program. More patrons are placing their own holds in CL-CAT, and more adults are using the PC's.

b. Implementation schedule update: Door County Libraries

The Door County Libraries sent a "Thank You" to all the volunteers for their help and support. More volunteer assistance would be welcome. The Door County Project is continuing to move quickly. STR and SIS items now have On Shelf status and holds can be placed on these items. Rick Krumwiede congratulated the Door County staff and Barbara Strauss on this amazing project with a special thanks to Barbara Strauss for making it all happen.

c. Status of the TEACH and E-rate programs

OWLS and NFLS have applied for T-1 TEACH lines for eligible OWLSnet libraries. When libraries get confirmation from the TEACH office, send the contract and questionnaire to your system office for verification of billing and line placement.

A required component of the TEACH program is the federal E-RATE program. E-RATE applications have been completed for the T-1 lines. When SLC (Schools and Library Corporation) send confirmation to your library, forward it to the system office. Rick is now working on the forms

471. Lines will be installed by September 21, 1998. A local phone technician will assess and install the T-1 line and a DUS; Dave Bacon will install the routers, etc.

The political environment in Washington D.C. is likely to change the E-RATE program soon. Changes will probably include a change in the application cycle, a reduction in the funding during the first cycle, and more restrictions on services funded (limited to telecommunications and T-1 lines). Funding for LANS, dedicated Internet PCs and internal wiring will probably not be funded.

d. Technical Services update

Cleaning up APL item records

Item records for fiction without the last name are being cleaned up for authority control.

Door County project

Work continues on helping Door County get items in the database.

Staff

Charles was on vacation but will be back next week. Lori Franz will help Shawano with their government document project.

Request for title records

After one month, resubmit a request for a title record if there is no response.

e. Other

New OWLSnet Pamphlet File List

An updated copy of the "OWLSnet Pamphlet File Heading List" booklet was passed around. Contact OWLS if you would like to use a copy of the booklet, which can be checked out to your library. Contact Appleton Technical Services if no heading is found.

Geac upgrade - 2.5.5.p8 (again)

The upgrade needs to be installed again to fix a problem with indexing. The date hasn't been set, but OWLS will let you know.

Z39.50 installation

OWLS has contracted to have the Z39.50 software (stepping stone toward a WEB catalog) installed and configured. PC clients have been ordered for APL staff to test.

Creation of C-flies because of short barcodes

Do not use partial barcodes. If staff types in a partial barcode or the scanner reads only eight digits of a longer barcode, it is recognized as a c-fly item. Do not choose Create c-fly record and proceed with checkout. Choose Cancel transaction and scan or type again using the whole barcode number. Partial barcodes are also creating c-fly patrons.

4. Break - tour of the library

During the break updated lists were distributed for:

- Patron Registration Contact Person
- Holds/Picklist Contact Person
- Technical Services Contact Person
- Items that OWLSnet Libraries Do No Reserve

5. Revisit: Internet permissions recorded in patron records

Carrie Gardner led a discussion about freedom of access to the Internet in the public libraries. OWLSnet librarians wanted to talk more about permissions for young people to use the Internet.

Rick Krumwiede reviewed that it was decided at previous AAC meetings that libraries could put parental permission to use the Internet in the Notes field.

As a result of the meeting with Carrie Gardner, Algoma no longer requires parental permission for the Internet and videos. Carrie Gardner warned that having restrictions and policies that are not enforced could lead to lawsuits. Libraries need to be aware of what responsibility they are willing to take on, e.g., does the library want to take on the role of a parent.

The Marinette board wants to continue to require parental permission.

Rick checked with DPI. As long as permission slips were explicitly for one library and do not apply to other libraries, DPI thought it was OK. The OWLSnet libraries asked for a disclaimer on permission slips making it clear that the permission only applies at the library where it was signed. Rick will draft a disclaimer.

Carrie Gardner raised a lot of questions to be considered in preparing an Internet policy. OWLS is in the process of writing a system Internet policy.

6. State Reference Databases:

An update and open discussion about how libraries want to access these electronic resources. The State of Wisconsin LSTA project provides Internet/Web access to electronic resources through the use of federal funds for a period of 18 months, beginning July 1998. DLCL is in the progress of negotiating contracts with EBSCO and UMI for services. EBSCO will include the full suite of full text products, including 2000+ periodicals in full text plus reference materials. UMI provides over 500 newspapers plus other materials.

Among the issues --

- what do libraries do with their current subscriptions
- how will patrons be authenticated
- when will the project start
- what kind of access will be available

Current thinking about these issues indicate that authentication will probably be by IP address (an internet address) that will be registered with DLCL, that the project will start in mid-July with training for selected staff to follow, that the products will be web-based although text versions may be available.

Since all OWLSnet libraries have at least one graphical workstation, web-based EBSCO and UMI will be accessible in all OWLSnet libraries. Discussion continued on whether we should make the text-based versions available through CL-CAT. APL currently does this with IAC products. Choices in the discussion included: 1) access via graphical workstations, 2) access via text-based CL-CAT terminals, or 3) a mix of both. The consensus was to try to get a mix of both. We were not sure what software would be used for text-based access -- Lynx or some other client. Rick plans to explore the possibilities.

7. Next meeting.

The next meeting will be at Door County Library in Sturgeon Bay at 9:30 a.m. on August 21, 1998.

The meeting adjourned at 12:30 p.m.

OWLSnet Users Group Meeting

June 19, 1998

Resource sharing policy

Carolyn Habeck has agreed to convene the committee working on a resource sharing policy.

New error message

If you receive a "transaction failed" message, press F5 and send a printout to Barbara Strauss.

New message at checkout

Staff does not like the new "Patron is collecting a hold" message that appears at checkout when a patron collects an items with Awaiting Pickup status. A request for removal will be made at the Geac annual users group meeting.

How to pay a bill

Select Pay/waive/cancel partial amount, then Operator selects.

Value of collections

The main benefit of using collections is consistency in data. There is also less typing because of collection defaults. Collections are also helpful for special reports and inventory.

Warranty on equipment

Equipment bought from OWLS is maintained by OWLS.

The meeting adjourned at 1:45.