

Database Management Committee

CCS Office

Tuesday, February 4, 2020

9:30 AM-11:00 AM

1. Chair McNulty called the meeting to order at 9:30 AM
2. Roll Call/Introductions
 - Diane McNulty, Chair – Cary Area Library
 - Alex Todd – Prospect Heights Public Library
 - Alicia Parmele - Algonquin Area Public Library District
 - Ann Finstad - Glencoe Public Library
 - Cyndi Rademacher - Niles-Maine District Library
 - Helga Scherer - Morton Grove Public Library District
 - Mollie Brumbaugh - Zion-Benton Public Library District
 - Penny Ramirez - Crystal Lake Public Library
 - Sara Scodius - Northbrook Public Library

Also present: Kim Hegelund, Evanston Public Library; Debra Wischmeyer, CCS; Rebecca Malinowski, CCS

3. Additions to the agenda – None
4. Approval of Minutes from November 2019
Meeting Ramirez moved to approve the minutes from the November 2019 meeting, Brumbaugh seconded the motion. Motion carried by voice vote.

5. Holds Practices within CCS

Debra Wischmeyer (CCS) shared that during the user experience testing, patrons provided unprompted feedback that it was difficult to know which items were available to fill holds when lacing holds in the catalog. When asked what they would change about the catalog, more than one patron said they wanted to know where they were in a hold queue.

Wischmeyer reviewed current CCS practices and Polaris settings for holds and holds routing. At least one item on a bibliographic record must be eligible to fill the hold or it will not be placed.

A. Todd noted a language discrepancy between “request” and “hold” in PowerPAC. D. Wischmeyer will work with K. Weiss to review the language.

Wischmeyer reviewed practices from Pinnacle and PrairieCat and options under exploration at SWAN.

A. Finstad asks for more information on how libraries use New/Hot in conjunction with each other. How long are materials are nonholdable to nonlocal patrons?

Holdable settings roughly align with “new” material type designations. Would libraries accept a shift where holdable and “new” are separate for material of a specific age.

DBMC is open to setting some guidelines but would like feedback from more groups and to see some additional data on current library practices. Share data with administrators as well.

6. Next Meeting Date

- a. Currently scheduled for Tuesday, May 5. The meeting will be moved to Tuesday, April 7 at 9:30 AM to allow DBMC to make a recommendation on holds practices prior to the 6.4 upgrade in late April/May.

7. Unused Loan Period Codes

CCS has been doing a database audit to ensure that policies are up to date for each library. In doing so, it was pointed out by Crystal Lake staff that the following loan period codes are not used:

- a. ILL-Out
- b. Outreach
- c. School/Teacher
- d. eVideo

Should DBMC keep them in the system with an eye towards repurposing in the future, or should they be removed? If they were removed, ILL would remove them. CCS would need to work with libraries prior to removing to ensure no item templates or items are associated with the loan periods.

A. Todd moves and D. McNulty seconds that the loan period codes are removed. Motion passed by voice vote.

8. Adjourn – Ramirez moved, and Scherer seconds, to adjourn the meeting.