

Minutes
CCS Acquisitions Technical Group
Zoom Meeting
Wednesday, September 21, 2022
9:30am

1. Call to Order

The meeting was called to order by Sandy Homuth (Huntley), Chair at 9:31 am

2. Approval of the minutes from March 16, 2022

Motion to approve was made by Victoria (Niles), and seconded by Brenda (Ela), and the minutes were approve as written.

3. Additions to the agenda

There were no changes to the agenda.

4. Officers report

There were no officer's reports

5. CCS staff reports

a.) Rachel

See Rachel's [report](#) in the Acquisitions packet that was emailed on 9-16-22.
Highlights: Acquisitions LEAP training has been rescheduled for Wednesday 9/28.
The [recording](#) of the training will be available online for those who did not attend.
Training Server 7.3 will be updated on 10/3. New functions include manual acquisition functions and the ability to overlay bibliographic records.

6. Business

a.) Rapid Receipt Tip (Rachel)

Rachel went over a Rapid Receipt tip from Lay. The instructions have been updated on the on the [CCS Website](#).

b.) 979/J ISBN issue (Rachel)

13 digit ISBN beginning with 979 is a valid. 10 digit ISBN ending with a letter at the end (except x), is not valid and is sometimes added by suppliers. When using EDI, it may cause the record to match to the wrong title. To locate, scroll through the P.O. and switch to the correct ISBN. Contact your vendors to see if they can remove the 10 digit ISBN or switch the order that the ISBNs are output to the records.

c.) Discussions

I. Multivolume Graphic novel bibliographic records (Lay)

When ordering a multivolume preorder, how do you know it's multivolume? Do you create a preliminary data record or add to the existing record? So staff go through manually to correct. Others use separate P.O.s. Another option is to add the new ISBN and volume to the existing multivolume record. See the [Acquisitions FAQ](#) for options.

II. How are libraries handling Baker and Taylor EDI order while the EDI system is down? (Kelly)

B&T's EDI is back up since the agenda was made. However, libraries are still doing clean up as there are missing invoices, bib records, etc. Rachel stated in future a workaround would be to update the EDI invoice setting to not automatically change items to received. Then receive and process everything but create the invoices later.

d.) Reminders: ISBN in On Order Records (Rachel)

Packet and presentation slides can be accessed from the calendar at the link below.

7. Announcements

There were no announcements

8. Adjournment

Motion to adjourn was made by Victoria (Niles), and seconded by Lay (Palatine) at 10:06 am

Next Meeting: March, 2022 Location: Online

The chat transcript can be downloaded from: <https://ccsliborg.sharepoint.com/:t/...>

The packet and presentation slides can be accessed from the calendar at:
https://www.ccslib.org/past-meetings?title=&field_meeting_category_target_id=96&month=all&year=all.

Here's the list of attendees:

Library	Attendee
Cary	Brad Peterson
CCS	Rachel Fischer
Ela	Brenda Gornic
Glenview	Deborah Kieres
Grayslake	Deb Kissinger
Highland Park	Catherine Eilers, Sue Therrien
Huntley	Jo Smolzer, Sandy Homuth
Indian Trails	Mary Godley, Kelly Brungraber
Niles-Maine	Magda Wuehr, Lynna Ton, Amelia Karns, Victoria Pichla Luz
Northbrook	Brian Nelson
Palatine	Violet Jaffe, Lay Diep
Round Lake	Tana Visser
Wilmette	Jessica Thomson
Winnetka-Northfield	Stephanie Girardi