CCS/ILL Technical Group  
February 23, 2023  
VIA Zoom  
Minutes recorded by Maryellen Essig, ILL-Tech 2022-2023 Secretary

Attended by W. Theehs, B. Husak (ALK), S. Bolt (CPQ), M. Fujiura-Landers (CCS), Michelle F., E. Rowe (DPK), L. White, C. Phillippsen (EAK), G. Mansera, B. Heet (EVK), K. Carroll, A. Jozwiak (DUK), K. Bolton, J. Cumberland (MUK), D. Burdett (GCK), Y. Dereka (GVK), S. Klemp (HPK), D. Klehr, D. Wahl (HUK), N. Smyrnova, P. Buehler (WGK), J. Kennedy (LFK), J. Janavicius (LVK) , M. Essig (NIK), A. Goese (NBK), T. Letrich (PRK), S. Bochula (PHK), A. Smaby (RLK), A. Jung, L. Neidorf (WLK), B. Bigden-Russell (ZIK).

1. Call to Order 9:30 a.m.

2. Approval of minutes from last meeting: J. Janavicius (LVK) motioned to approve the minutes from August 25, 2022 and L. Neidorf (WLK) seconded. Minutes Approved.

3. Additions to the agenda: None.

4. Officers Reports:

a. Chair: none  
 b. Vice-Chair: none   
 c. Secretary: none

5. CCS Staff Reports:

a. M. Fujiura-Landers (CCS) reminds everyone if you are having problems with reading RFID tags, please open a help desk ticket.

b. The new member Warren-Newport will go live around Labor Day weekend and should coincide with the holiday closures. More details to come. Mount Prospect was approved to join CCS that will start in Nov, 2023 and go live in Fall 2024. Mount Prospect will be number 30.

6. Old Business:

None

7. New Business:

a. Does your library use USPS tracking or another service for OCLC items. (Discussion)   
 A Jung (WLK) looking for an alternative. WLK uses a document that corresponds to item assigned the tracking number. A. Smaby (RLK) has heard USPS is discontinuing the tracking labels. Other options are possibly FP postal, go directly to USPSD, Pitney Bowes Cube.

b. Planning for FY23-24 CCS ILL Tech Group Meetings. M. Fujiura-Landers (CCS) reviewed the meetings for next fiscal. In May elections will be held for new officers. Vice-chair/ Chair- elect 2 years. Secretary-1 year. Reach out to Mieko if you are interested. Her email is [mlanders@ccslib.org](mailto:mlanders@ccslib.org).

Meeting will be a mix of virtual and in-person. August, 2023 and February, 2024 will be virtual. May 2024 will be in-person at the New CCS office. Located at 200 Tri-state International Lincolnshire, IL.

c. ILLINET Web Report Review

M. Fujiura-Landers (CCS) reviewed ILLINET Web Report access and reviewed the information on the report. This report adds in completing the ILLINET traffic report due March 31, 2023. ILLINET Web Report counts items sent or received via intra-CCS loan, regardless if they were checked out or not.

d. What reports do you most often use. M. Fujiura-Landers (CCS) lead a discussion about the reports most frequently used. The goal is to have a list of frequently used reports for training. These reports include Item hold report, unfillable holds, missing in transit and Unclaimed. Email patron for unfillable holds to see if patron still wants the item before ILLing. Remind staff not to place item holds.

i. ILL related reports accessed itself. Nothing outside of OCLC reports.

e. Are there any Worldshare features or tools you would like to learn more about?

M. Fujiura-Landers (CCS) lead a discussion of some possible continuing topics for ILL. Topics suggested and discussed: Auto deflection, Placing multiple holds in OCLC for book discussion. How to deal with multi volume requests. Google scholar is a good source for complete citations for articles.

Question about OCLC searching for patrons. Polaris integration with OCLC, follow-on searching, CCS does not recommend because of poor record transfer data. Some libraries have a link to Worldcat on website for patrons to place a request.

Next meeting is May 18, 2023. Virtual.

8. Adjournment. J. Janavicius(LVK) moved to adjourn, and B. Bigden-Russell (ZIK) seconded. Meeting adjourned at 10:28am