Minutes
CCS Acquisitions Technical Group
Zoom Meeting
Wednesday, March 15, 2023
9:30am

1. **Call to Order**

   The meeting was called to order by Sandy Homuth (Huntley), Chair at 9:32 am

2. **Approval of the minutes from September 21, 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**

   Call for officers in May.
   1. Chair Elect/Vice Chair
   2. Secretary
   No responses to this call.

5. **CCS staff reports**

   a.) Rachel

   See Rachel's report in the [Acquisitions packet](#) that was emailed on 3/10/2023. Highlights: CCS will not upgrade the production server until v. 7.4 is available later this spring. The training server should be upgraded to v. 7.4 in March. There was a training on bibliographic records in LEAP that included deduplication. Polaris 7.4 upgrade will have the capability of receiving POLI segments. A training will be scheduled. There is a new webpage for the unprocessed 970 report.

6. **New Business**

   a.) Canceled publications (Rachel)

   - CCS staff have created a new workflow for canceled publications. CCS will now take ownership of the canceled publications procedure. Staff need

to delete the item records and cancel holds within three weeks of notice from CCS. This procedure was accepted as is, and will be moving forward. Additional information is included in the slide presentation link.

b.) How do libraries handle cleaning up the holds when individual multivolume records are merged with the record set (Lay)

- Primarily, catalogers are doing most of the merging. Public Services often handle the cancellation of holds. Hold doesn't get placed on the correct volume and must be done manually. Lay was wondering if there could be some type of standard to handling this. Rachel will bring up the issue at the next CAMM meeting as a reminder.

c.) How do staff manage locked records when importing files? (Rachel/M. Womack)

- Brad at CAPL sets price to .01 as an alert to manually change the fund, price, etc. Also use Ingram's detect duplicate feature.
- Rachel says the easiest method for enriched EDI files is to look at the import profile to identify locked records. Use MARC Edit software to pull out and reimport. Rachel will create a document with these instructions.

7. Demonstration

- Invoice Summary Report for Distributed Charges (Rachel)
  Invoice reports in Simply Reports. (See Rachel's slide presentation for detailed instructions)

8. Reminders (Rachel)

a.) Fiscal year rollover.
- Rachel reviewed the types of rollovers and reminded everyone to schedule rollovers as far in advance as possible, at least one month. Included were actions you can take in preparation for the rollover.

b.) Deduplicate PDRs

- Complaints have been issued about to many PDRs for the same records. Polaris does not have the capability to deduplicate on its own. Please be mindful of duplicate records as they cause problems when importing.

9. Library Showcase

a.) [Avoiding unauthorized versions of movies and television on DVDs](#) (Karen Clements and Heather Campbell)

- Be mindful of bootlegs when ordering difficult to find items. Wikipedia, Google, IMDB are some of the resources to check for items that are legitimately available. (How many seasons of a series has been released, etc.)

10. Announcements

- Benda (ELA) Their library is having major renovations to their staff areas.
- Kathy (McHenry) They are hiring a new part-time cataloger.

11. Adjournment

Meeting was adjourned at 10:21 am

Next Meeting: September 20, 2023 Location: CCS – New Lincolnshire location

The chat transcript can be downloaded from: 📄 GMT20230315-141522_RecordingnewChat.txt

The packet and presentation slides can be accessed from the calendar at:
https://www.ccslib.org/sites/default/files/2023-03/ACQ%203.15.23%20presentation%20slides.pdf

Unauthorized DVD presentation:
https://www.ccslib.org/sites/default/files/2023-03/Identifying%20unauthorized%20DVDs.pdf

Here's the list of attendees:

Library	Attendees
Cary	Linda Conn, Brad Peterson
CCS	Rachel Fischer
Ela	Brenda Gornick
Evanston	Benjamin Heet
Glenview	Deborah Kieres, Michael Gail, Niharika Shah
Grayslake	Deb Kissinger
Highland Park	Sue Therrien
Huntley	Jo Smolzer
Indian Trails	Mary Godley, Kelly Brungraber
McHenry	Keith Walker, Kathy Milfajt
Niles-Maine	Victoria Pichla Luz, Jamie King, Amelia Karns, Lynna Ton
Palatine Library	Lay Diep
Prospect Heights	Nora Mastny, Beth Phillips, Jan May

| Winnetka-Northfield | Stephanie Girardi |