

CCS Acquisitions Technical Group

September 18, 2024

9:30 AM -10:30 PM

1. Call to order
  - a. The meeting was called to order by Lay Diep at 9:30 AM.
2. Approved minutes from last meeting.
  - a. Brenda Gornick (ELA) approved the minutes from March 20, 2024.
3. No additions were made to the minutes.
4. Officer reports.
  - a. No reports from the Chair.
  - a. No reports from the Vice Chair.
  - b. No reports from the Secretary
5. Old Business
  - a. No old business was discussed.
6. New Business
  - a. Demos
    - i. Rachel Fischer demonstrated how to manually enter a PO when there is no bib record.
    - ii. Rachel also discussed adding the 970 tag from a record set through bulk change.
  - b. Reminders
    - i. Please delete your record sets when you no longer need them.
    - ii. Please make sure your ISBNs match your material type in the bib record.
    - iii. You can remove the Large Print ISBN when it is with a regular print record, even if it is in the sub field z.
    - iv. It is still preferred to use all caps in the title for a Preliminary Data Record. It is not necessary to change the title to all caps when you bring in an OCLC record.
7. Discussions
  - a. B&T TechX press services
    - i. Grayslake, Round Lake and Winnetka-Northfield, Lincolnwood are using B&T's TechX press services. They mentioned it is a time saver and did not notice any delay in getting their material.
    - ii. Stephanie (Lincolnwood) changed the covering from 7 mm to 10 mm, which made a significant difference in the results.

- b. Has anyone started to use Leap for acquisitions
    - i. Deb (Grayslake) is using Leap for acquisitions. She finds it works well, especially when she works at the info desk, she can still work on acquisitions.
  - c. Questions about selectors (Becky Halci).
    - i. Several libraries gave information on how many selectors they have, how they order, how they set up their acquisition system by genre etc.
    - ii. Lay Diep asked Rachel Fischer to bring up Palatine Library Hierarchy fund report and how they do their break down.
8. CCS Staff reports
- a. Vouchers can be printed in Leap (Rachel Fischer).
  - b. More training will be available in the winter for Sub Fund Management and ASN functions after the next upgrade.
  - c. We will be offline from September 28-30, 2024. (Mount Prospect-Waukegan Migration).
  - d. Web reports should be available October 4<sup>th</sup>, end of the day at the latest. Daily reports will be processed first. Please contact CCS or send a help ticket if you are experiencing some difficulties.
9. Announcements/Suggestions
- a. Kathy (McHenry) suggested we start the next in-person Acquisitions Technical meeting at 10:00 AM to avoid morning traffic.
10. Adjournment
- a. Lay Diep (chairman) called for a motion to end the meeting (approximately around 10:30 AM).
  - b. Deb (Grayslake) made the motion to adjourn the meeting.
  - c. Becky (Glencoe) 2<sup>nd</sup> it.

The next meeting will be on March 19, 2025 (Zoom).

Here's the list of the attendees for the Sept. 18<sup>th</sup> meeting:

<b>Library</b>	<b>Attendee</b>
Cary	Brad Peterson
Crystal Lake	Penny Ramirez, April LaRosa
CCS	Rachel Fischer
Ela	Brenda Gornick

Fox River Valley	Karin Nelson
Glencoe	Becky Halcli
Glenview	Michael Gail
Grayslake	Deb Kissinger, Lauren Hilty
Highland Park	Sue Therrien
Huntley	Linda Bargiel, Sandy Homuth
Lake Villa	Anita Santoro
Lincolnwood	Stephanie Haugan
McHenry	Alesha Meads, Kathy Milfajt
Morton Grove	Jeffrey Ray
Niles-Maine	Jamie King, Magda Wuehr
Northbrook	Brian Nelson
Palatine	Lay Diep
Prospect Heights	Nora Mastny, AJ Czachura
Round Lake	Tana Visser
Waukegan	Cindy Hanson
Wilmette	Megan Brown
Winnetka-Northfield	Stephanie Girardi