

OWLSnet
Administrative Advisory Committee Meeting
Nicolet Federated Library System
November 12, 2004

Present: Vicki Lenz, Michael Nitz, Meg Shriver, Appleton; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Susan O'Leary, Fremont; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Craig Lahm, Kaukauna; Kathy Decker, Kewaunee; Barbara Wentzel, Kimberly/Little Chute; Pam Ellingson, Lakewood; Ellen Connor, Manawa; Tim Dirks, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Terrie Howe, Mark Merrifield, Anne Miller, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Patty Hankey, Judy Hocking, Rick Krumwiede, Holly Ledvina, Gerri Moeller, OWLS; Sue Vater Olsen, Scandinavia; Elizabeth Timmins, Seymour; Mike Hille, Shawano; Becca Berger, Joe Clabots, Judy Ellenbecker, Sturgeon Bay; Maggie Waggoner, Suring; Peggy Slicer, Tigerton; Sue Abrahamson, Peg Burington, Waupaca; Krisann Dailey, Lucie Erickson, Weyauwega; Alene Newcomb, Wittenburg.

1. Call to Order

The meeting came to order at 9:40 a.m.

Introductions

All attendees introduced themselves and included a recommendation of a book, movie or city they had enjoyed recently.

2. Minutes of the May 7, 2004 Meeting

The minutes were accepted as distributed.

3. Announcements

Peg Burington has been accepted into YALSA's training seminar, "Serving the Underserved: Improving Customer Service for Young Adults in School and Public Libraries," by ALA for Young Adult Library Services training and received a partial scholarship from OWLS to attend.

4. Old Items

- Patron registration period**

- OWLS will be working on creating a comprehensive patron registration policy and is looking for suggestions. We recently discovered that our policy of limiting one person to one card wasn't included in the borrower's card policy. The policy was created when we were adding new libraries. Since we're no longer adding new libraries, it makes sense to re-think what we need in a patron registration policy. Discussion of ideas included: solutions for children of split families not having a card when staying with the other parent for an extended summer vacation and offering the options of both key cards and regular cards. Please send ideas for the comprehensive policy to Gerri. OWLS will try to draft a new policy in time for the next meeting.

- Conformity of lending periods**

- Volunteers for this committee will be contacted soon.

5. New Items

- MOVE
 - Gerri announced that the RFP (Request for Proposal) for the vendors is in draft stage and will be ready to go after OWLS seeks legal advice. She thanked the committees, everyone who had submitted ideas, and several people who had helped by proofreading the RFP in its various stages. Unlike many RFP's that use boilerplate language, this RFP utilizes OWLSnet specific language from the documents submitted by the committees.
 - Site visits to representative systems of the three vendors being considered will begin November 16th when Gerri Moeller, Carolyn Habeck, Holly Ledvina, Michael Nitz, Linda Streyle, and Maggie Waggoner go to Eau Claire to see how the MORE consortium uses the Innovative Interfaces product. At the end of the month, a group will go to the Heritage Trail Library System in Shorewood to view the Sirsi product. (Note: this visit has since been postponed.) In December, a group will visit Eastern Shores Library System to see the Dynix product.
 - The MOVE timetable has changed a bit. The RFP responses should be back by the end of the year or the first week in January. The vendor demos will be in February. As mentioned at the September AAC meeting, any member of OWLSnet can attend these demonstrations of the vendors' products. The demos will be divided into sessions concerning acquisitions, cataloging, circulation, etc. OWLS is working on a way to get feedback from those attending the sessions.
- Procedures from past AAC meetings
 - The OWLS staff is working on gathering policies and procedures that have been agreed upon but not documented in any of the official policy statements.

§ Terrie Howe asked if the policy on laptops and wireless connections would be reconsidered. Rick explained that our current network is not configured to safely allow wireless access at member libraries, but that the OWLSnet plan includes looking at ways to segment the network to allow this. He is committed to making this option available in the future.
- Alternatives to the OWLSnet directory
 - Changing the yellow 4x10 OWLSnet Member Libraries directory was discussed. The group agreed that a paper copy of the directory was necessary. It was also agreed that it would be acceptable to put it online in a printable format. Notifications should be sent out whenever information in the online directory is updated.
- PINE address book
 - The PINE address book is no longer available.
- Netterm configuration changes
 - Dave Bacon will be contacting the libraries concerning Netterm configuration changes planned for the end of November. He wasn't at the AAC meeting, but sent this message: "Due to planned changes in the OWLSnet Network, OWLS will be requiring all OWLSnet libraries (OWLS & NFLS) to update their NetTerm Telnet settings on all library computers which use NetTerm. The affected computers include most library Staff, Public Web, and Public Catalog computers. OWLS will be providing detailed instructions for each type of computer. A downloadable script will also be available via the Web to assist in

making the necessary changes to the NetTerm configurations. Please note that not all OWLSnet library computers have NetTerm installed. That's OK as the script will detect which computers do have NetTerm installed and will only make changes as needed.”

- Daylight Savings time
 - Some patrons were charged an extra day’s fine due to the Daylight Savings time change. Geac is aware of the problem and is working on it. There is no guarantee that this will be fixed before the planned migration.
- MP3 Influx!
 - Appleton Public Library received a grant from the Appleton Library Foundation to create an MP3 audio book collection. A list of some of the new titles was handed out, and Michael Nitz displayed samples of books on MP3 on CD. MP3 is a compressed file format. Because the files are smaller, the titles can be released on fewer CDs and, therefore, take up less space and cost a lot less. If the books on MP3 prove popular, APL will continue adding to the collection. The books that Appleton purchased in the MP3 file format are on CD-ROMs and look exactly the same as DVD’s and books on CD in standard format. Not all players will play MP3’s, so patrons need to be alerted to the new items. To assist in identification of the new titles, APL is placing an MP3 label on the cover of the discs and using a blue spine label. APL has designed its own MP3 labels. To maintain uniformity in labeling, APL can share the design of the MP3 label with other libraries interested in adding MP3’s to their collections. Since this is primarily a new compression technology and not actually a different format, APL has no special call number for the MP3’s and is shelving them with the rest of the audio books.
- Spanish applications and information
 - OWLS will prepare a Spanish version of the library card application form. Please email Gerri with your requests and include how many of the white and/or blue forms you will need. Requests were made for Spanish and Hmong versions of the threefold NEWCat information card. OWLS will work on a Spanish translation and check into a Hmong translation. Please let Gerri know how many of the Spanish NEWCat brochures you would like.
- Teacher cards
 - The wide-ranging procedures various libraries use for teacher cards were discussed. It was agreed that a standardized procedure for teacher cards would be helpful. Gerri will develop a sample procedure for the next AAC meeting.
- Periodicals update
 - Holly gave a demonstration of updating periodical holdings using the OWLSnet Periodicals Holdings link on the OWLSnet home page (on the right under **What’s New**.) It will be important to update the periodicals holdings to prevent data loss during the migration. Holly will be sending a detailed email to the Technical Services Contact list with instructions on updating the periodicals. Three important things to consider when updating the periodical list are: 1) items that aren’t periodicals but are cataloged with the Scat of 172 because of shelving 2) if the date on the periodical is 1900, it indicates the A/T key has not been set and the item is not attached to a volume 3) deciding how long individual libraries want to

keep their periodicals. Hopefully, all libraries will update their periodical list by the end of January.

6. Other Business

- Dave Bacon will be gone to Texas the week of November 15 getting server training at Dell.
- Patty Hankey reminded everyone to get next year's calendars to her.

7. Adjournment

- The business meeting was adjourned at 11:30 a.m.

**OWLSnet Users Group Meeting
November 12, 2004**

- Is waiting one year for billing borrowing library for lost/damaged items too long?
 - This topic brought up a discussion of which libraries do and don't bill for lost items and why. Rick suggested that if there was a relatively small amount of money involved, the consortia could have an insurance policy that everyone could draw from for lost items. Everyone finally agreed that a standard procedure for dealing with lost/damaged items was needed. It was agreed that the billing policy would be left at one year for now while other options are investigated. A survey may be sent out to find out approximately how much money is involved in the replacement of lost items.
- OWLS van delivery changes
 - OWLS is getting out of the van delivery business and is in the early stages of negotiating with an outside contractor for the deliveries.

The Users group adjourned at 11:50 a.m.