

V-Cat Meeting Minutes

Thursday, October 1, 2015, 9:30 a.m.

Marathon County Public Library, 300 N. First St., Wausau, WI

Call to Order and Announcements:

K. Metzke called the meeting to order at 9:30 a.m. Roll call was taken and a quorum was present. K. Metzke introduced Justine Paulson as the new Withee Public Library Director. M. Stackowiak is the new V-Cat representative for the Marathon County Public Library (MCPL) in place of Becky Hummer.

WVLS is holding a Listening Session at the Francis L. Simek Library in Medford on Tuesday, October 20, 2015 from 10 am – Noon. A flyer announcing the upcoming WVLS Poverty Workshop on October 14, 2015 at the Marathon County Public Library was shared.

Members Present:

F. Albrecht,, E. Brewster V. Calmes, M. Dunn, E. Grunseth, J. Gustavson, A. LaRoche, K. Metzke, J. Paulson, L. Peterson, E. Schwartz, C. Smith, and M. Stachowiak.

Via Go To Meeting: C. Huston, D. Korenuk, M. Taylor, and M. Sepnafski.

Also Present:

C. Luebbe, A. Mroczenski, L. Meyer, D. Litzer, J. Klingbeil, and I. Christman.

Absent:

J. Beloungy (Proxy Vicky Calmes), T. Blomberg, M. Gobert, K. Heiting (Proxy J. Gustavson) C. Taylor, S. Bedroske, V. Roberts (Proxy E. Brewster), and E. Siverling (Proxy J. Gustavson).

Approval of the Agenda:

J. Gustavson moved to approve the order of the October 1, 2015 V-Cat meeting agenda with the amendment to discuss "Connectivity to Sierra" before the Bibliographic/Interface Committee Report. M. Dunn seconded. Motion carried.

Approval of the August 6, 2015 Minutes:

M. Dunn moved to approve the August 6, 2015 V-Cat meeting minutes. E. Brewster seconded. Motion carried.

V-Cat Financial Report:

K. Metzke asked if there were questions regarding the V-Cat financial report documents distributed in advance of the meeting. E. Schwartz moved to approve the financial reports and summary as presented. V. Calmes seconded. Motion carried.

Connectivity to Sierra – Upgrade of Security Certificate to SHA2 – J. Klingbiel reported that the SSL certificates are on order and Innovative support will schedule the upload to the servers. The draft SHA2 informational brochure for patrons will be updated soon. M. Dunn requested that the updated brochure be emailed to the V-Cat list as soon as it is available.

Bibliographic / Interface Committee:

C. Luebbe, V-Cat Bibliographic/Interface Committee Chair, updated the Council on the following:

- **Authority Control Project.** The initial run of Backstage processing is complete. A total 496,951 bibs were sent for processing. During the cleanup period, libraries were asked not to edit existing bibliographic records because any changes would be overwritten when the newly cleaned ups bibs were re-imported. The process took a little longer than expected because of a group of approximately 1000 very old bib records which had ISBN issues. Backstage completed their processing and normal cataloging resumed on Tuesday, September 8. We are satisfied with the results, and will soon begin sending new bibs to Backstage on a monthly basis as part of our ongoing authority control services.
- **Z39.50.** In your packet you received the Z39.50 Quality Control Recommendation. It reads:

Library staff who use Z39.50 to bring bibliographic records into the VCAT catalog must have training and be in compliance with VCAT cataloging procedures. Library staff who do not follow procedure will be notified of issues and given the opportunity for additional training and/or clarification of procedures. The

VCAT Bibliographic/Interface Committee reserves the right to disable Sierra's Z39.50 permission for any staff member or library found to be in continued violation after 3 warnings.

The Bib Committee felt it was important that the Council put guidelines in place because we have had some issues with library staff members bringing poor records into the catalog and then resisting our efforts to teach them correct procedure. The committee is not interested in cutting off anyone's Z39.50 privileges after a single mistake. Everyone makes mistakes once in a while, but in cases where there are a great many mistakes and they form a pattern and the person making them blows us off, the Bib Committee wants the authorization to pull the plug on Z39.50 privileges. We hope we will never have to use it. We want libraries to use Z39.50 and use it well to help deliver the best possible library experience to our patrons. The Bib Committee also understands its responsibility to provide training and support so that libraries and staff members can be in compliance with procedure, and we will do whatever we can to provide that support.

M. Dunn moved to approve the Z39.50 Quality Control Recommendation as stated. C. Smith seconded. The motion carried.

I. Christman announced that Rib Lake had Z39.50 training on Wednesday, September 30, 2015, and Abbotsford is the next library to start Z39.50 cataloging after training in October.

- **Empty Bib Records/Holds Cancellation Process.** As you recall, an "empty" bib is a bibliographic record with no attached item or order records. Empty bibs need to be deleted eventually, and in its recent meeting the Bib committee set the following guideline: Empty bibs will be deleted 6 months after the bib record's creation date. A library which wants to keep a bib record for longer than 6 months (one reason why might be that publication of the title has been delayed), must create a dummy item record on the bib to prevent it from appearing on the empty bibs report. But there is a related and continuing challenge in deleting empty bibs and that is dealing with the patron holds which may be present. Formerly the Bib Committee had decided to allow Sierra to delete the holds along with the bibs and notify patrons of their cancelled holds via Hold Cancellation Notices. But we've had to rethink that because not all libraries send out Hold Cancellation Notices. So the latest word is this: libraries will be notified about their patron holds on soon-to-be deleted bibs. They will be given some time along with a deadline to deal with the holds before the bibs are deleted.
- **Discovery Product.** We had our Discovery Product Demo Day last Wednesday, September 23. It was an exciting and exhausting day. Thank you to all the VCAT members who attended and provided their invaluable input into the selection process. A great thank you is also due to Inese who coordinated the day and worked hard to compile these evaluation results. The main evaluation form had 2 parts: Circle the number based on how well the product performed certain tasks, and a written summary of product strengths and weaknesses. As you recall, there were many lines/tasks on the circle the number form, divided into categories: Basic search, Advanced search, How are recently acquired items presented/searched, Facets, End-user features, Look & feel, and Administration/Technology. The numbers you see here are the aggregate scores from every individual, every question, in that category, for that product. But it is important to note: Not all participants completed the form, and not every question was answered, so the point totals do NOT reflect 100% participation. EBSCO, demo'd first, had the highest score and BiblioCommons, demo'd last, had a lower score which we believe was due in part to everybody being tired. Nevertheless, one can sense the relative degree of enthusiasm for the product, which is also reflected in the final, surprise portion of the evaluation, the ballot. This was given at the end and asked for the participant's gut reaction: if you had to choose right now, which one would you pick? Bibliocommons gathered 15 votes, EBSCO 7, Encore Duet 1 and Encore Synergy 0.

As for the Summary of Product Strengths and Weaknesses part of the evaluation: many participants wrote enthusiastically, which was great. Duplicate comments among participants were condensed into a single comment. Inese & I have examined the written forms, and we believe that all the different comments of strengths and weaknesses for each product are represented here.

The Evaluation results will be put on the WVLS website soon. They will be posted behind a password, just like the training documents, so that the vendors can't see them. If anyone would like copies of their evaluation forms, email Inese and she will send them to you. Also, if you have questions for the vendors which you didn't get to ask on Demo Day, please let us know as soon as possible because now is the time to ask them. The next

step in the process: the Bib Committee meets on Wednesday, October 14 to complete a plan to interview references: PUBLIC libraries who are using the products: do they like them? Why or why not?

E. Schwartz suggested focusing on the top two vendors for further investigation. The V-Cat Council reached consensus that this was the best way to move forward with this project. The Bibliographic Committee will continue to focus on EBSCO Discovery Service and Bibliocommons. I. Christman will email links to a couple of libraries with either product for V-Cat members to evaluate with practice searches. Members were asked to share questions with the committee in their conversations with the vendors and libraries that are using these products. The results of this research phase will be shared with members via the V-Cat List prior to the December 3, 2015 V-Cat Meeting where the Council will vote on products.

Other Sierra Topics:

E-Commerce Update - I. Christman updated the Council on the status of Ecommerce. The set-up has been completed and testing is the next step. I. Christman will notify libraries via email before the actual roll-out of Ecommerce on the webpac. I. Christman will investigate the question asked by E. Schwartz regarding Lincoln County courthouse "blocked" patrons that must pay at the courthouse and includes a manual \$100 citation fee in addition to the fine.

2016 IUG Conference – I. Christman noted that the 2016 IUG Conference early bird registration ends on January 15, 2016. The cost of attending would be approximately \$2,500 per person since the conference will be in San Francisco. The 2016 V-Cat budget will cover the cost of sending I. Christman and C. Luebbe.

V-Cat Christmas Lunch – I. Christman asked for suggestions for the Christmas lunch. The first choice was Townies and if that is not available, Red Eye was the second choice.

2016 V-Cat Planner – I. Christman shared the V-Cat Council's meeting dates for 2016. M. Stachowiak mentioned that MCPL may be remodeling the third floor in 2016. If changes need to be made, V-Cat may meet in the WVLS office.

"Damaged"/"Damaged and Billed": E. Schwartz asked other members how they deal with the new "Damaged" and "Damaged and Billed" options in Sierra. Merrill has noticed that when they mark items "Damaged", they still stay in that patron's record as checked out. She wanted to let libraries know that they have to go in manually and check-in items so that they are no longer on that patron's record once they are marked as damaged.

Sierra Snack: A. Mroczenski explained the bibliographic record deletion process. For a help sheet on this process log in to the V-Cat Training site and go to:

<http://www.wvls.org/system/files/training/Marking%20items%20for%20Deletion.pdf>

Request for December 3, 2015 Agenda:

K. Metzke asked if there were any items for the December 3, 2015 V-Cat meeting agenda. The following were listed:

- Vote on Discovery Service
- Update on Connectivity to Sierra – Upgrade of Security Certificate to SHA2

Adjournment:

E. Brewster moved to adjourn the meeting. M. Dunn seconded. Motion carried. The meeting adjourned at 11:29 am.

SUBMITTED: 11/19/2015

I CHRISTMAN, RECORDER