

## V-Cat Meeting Minutes

Thursday, December 3, 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 announced that Jo Ann Gustavson, Director of the Neillsville Public Library has moved to Madison and that Kathy Wegner is interim director. Thank you to Tom Bobrofsky, President of the Wisconsin Valley Library Service Board of Trustees for providing the huge cheese tray for our morning treat.

### Members Present:

F. Albrecht, E. Brewster, V. Calmes, K. Heiting, M. Dunn, E. Grunseth, V. Roberts, K. Wegner, A. LaRoche, K. Metzke, J. Paulson, L. Peterson, E. Schwartz, T. Blomberg, E. Siverling, C. Smith, and M. Stachowiak.

Via Go To Meeting: J. Beloungy, C. Huston, M. Gobert, M. Taylor, and M. Sepnafski.

### Also Present:

C. Luebbe, A. Mroczenski, D. Litzer, and I. Christman.

### Absent:

D. Korenuk (Proxy T. Blomberg), C. Taylor, and S. Bedroske (Proxy Vicky Calmes)

### Approval of the Agenda:

V. Roberts moved to approve the order of the December 3, 2015 V-Cat meeting agenda. M. Dunn seconded. Motion carried.

### Approval of the October 1, 2015 Minutes:

Amendment to correct spelling of last name for L. Mayer. E. Siverling moved to approve the October 1, 2015 V-Cat meeting minutes as amended. K. Heiting 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. M. Dunn moved to approve the financial reports and summary as presented. L. Petersen seconded. Motion carried.

### Bibliographic / Interface Committee:

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

- **f in Item Records – Record Template Instructions**

Luebbe reminded the Council that the V-Cat libraries rely on OCLC for MARC records and other cataloging services which includes the updating of V-Cat holdings on OCLC. In order to keep the holdings updated, WVLS staff needs to be able to identify the new, complete bib records. This is done by searching for bibs with attached item records which have an “f” in the Item Code 2 field. Luebbe stressed the importance of adding the “f” to all new items for all types of bib records, including MARC alerts, MCPL grid records and records brought in through Z39.50. Even with MARC alert records, libraries need to add the “f”, because then it will be in place when the record is eventually overlaid with a complete bib record. The **only exception** to all this is magazines, because magazine holdings are not updated on OCLC.

To make it easier to remember the “f”, Luebbe recommended adding a prompt for Item Code 2 to each library’s Item Template. Instructions on how “*Create/Edit an Item Template*” can be found on the V-Cat Training website at: <http://www.wvls.org/training/create-edit-item-template>.

WVLS removes the “f” via Global Update after the OCLC holdings are updated and exported.

Please email [support@wvls.org](mailto:support@wvls.org) if your authorization needs to be upgraded or if you have questions.

- **More on Empty Bibs**

As a follow-up to an earlier discussion, Luebbe noted that empty bibs are deleted after 6 months, but create problems because they attract holds which will never be filled. Six months is a long time for a patron to wait for a hold which never comes.

Luebbe suggested the following to correct the empty bib problem:

1. When creating a bib record, either a MARC alert or through Z39.50, add your item record within 7 days. This is a courtesy to your coworkers, patrons and may keep you from getting an email!
2. If you create a bib record by mistake and do not need it, please delete it, or if you are not comfortable doing so, email [support@wvls.org](mailto:support@wvls.org) with the bib number and title and ask them to delete it.
  - a. Here are some ways that Bib records are created by mistake:
    - i. MARC alert created BEFORE you found a suitable existing bib in the catalog.
    - ii. Using Z39.50, saved the same bib more than once.
    - iii. Added a new bib record, saved BEFORE adding any information. Yes, this does happen, and records like these can be hard to find because there is no identifying information to search by.
    - iv. Other.

In addition, if you come across 2 or more bibs which appear to be duplicates, same ISBNs, etc., please email [support@wvls.org](mailto:support@wvls.org) with the bib numbers so they can be merged.

- **Discovery Product Report and Vote**

Luebbe reviewed why V-Cat decided to pursue a discovery product. V-Cat migrated from Horizon to Sierra in January 2013, nearly 3 years ago. It wasn't long after that the Council felt the need for a product that integrates a greater number of libraries' resources into a single search box and provides a friendlier, more appealing interface.

- In April 2015 after the 2016 V-Cat budget was approved, the search for a Discovery product began
- A Timeline for implementation was created
- At the June 2015 V-Cat meeting, members submitted information about their desired outcomes and functionality
- A Final List of Expectations was completed
- In August 2015, vendor finalists were identified
- In September 2015, members participated in product demonstrations
- In October 2015, the V-Cat Council decided to narrow the focus to the top two products, EBSCO and Bibliocommons
- In November, the Bib Committee conducted interviews with 8 libraries to learn about their experiences with the products, as well as have V-Cat members try out the libraries' websites
- Before the December 2015 V-Cat meeting, the interview summaries were shared with the Council

After a review of all the information provided and a lively discussion with many pertinent questions, a written roll call vote was taken.

The outcome: Bibliocommons received 7 votes and EBSCO Discovery Service received 16 votes. The Antigo Public Library was not present and no proxy was designated, so no vote was submitted.

Library	Name	Voted for Discovery Product: Bibliocommons or EBSCO
Abbotsford	Erica Grunseth	EBSCO
Antigo	Cynthia Taylor	---
Colby	Vicky Calmes	EBSCO
Crandon	Michele Gobert	Bibliocommons (GTM)
Dorchester	Sue Bedroske	EBSCO (via Proxy Vicky Calmes)
Gilman	Denise Korenuk	Bibliocommons (via Proxy Tammie Blomberg)
Granton	Kay Heiting	EBSCO
Greenwood	Kim Metzke	EBSCO

Laona	Felicity Albrecht	EBSCO
Loyal	Ellen Siverling	EBSCO
Marathon County	Mary Stachowiak	EBSCO
Medford	Anne LaRoche	Bibliocommons
Merrill	Ellie Schwartz	EBSCO
Minocqua	Mary Taylor	Bibliocommons (GTM)
Neillsville	Kathy Wegner (Interim)	EBSCO
Owen	Loralee Petersen	Bibliocommons
Rhineland	Virginia Roberts	EBSCO
Rib Lake	Tammie Blomberg	EBSCO
Stetsonville	Carla Huston	Bibliocommons (GTM)
Thorp	Julie Beloungy	EBSCO (GTM)
Three Lakes	Erica Brewster	Bibliocommons
Tomahawk	Mary Dunn	EBSCO
Westboro	Candice Celestina-Smith	EBSCO
Withee	Justine Paulson	EBSCO

#### Other Sierra Topics:

- **2015 Leadership** - I. Christman thanked K. Metzke for her service as the 2015 V-Cat Chair. Christman thanked all of the V-Cat Committee chairs and members for their enthusiastic and productive service.
- **E-Commerce Update** - I. Christman demonstrated Ecommerce on the Staging database and the Sierra desktop. Christman pointed out that a sample ECommerce policy statement, a promotional flyer and postcard, and an ECommerce FAQ was available on the V-Cat Training website under ECommerce after logging in to: <http://www.wvls.org/training>. In mid-December a soft rollout of Ecommerce will take place and libraries are encouraged to promote this new service to patrons starting in January 2016.
- **Year-to-date and Last Year Item Check-outs:** I. Christman explained the upcoming process that moves the item check-out count for 2015 to the Last Year and frees up the Year-to-date for 2016 statistics. This process will be started on December 31, 2015 and usually takes a couple of days to complete. The process runs in the background and should not affect users.
- **2015 Annual Reports:** I. Christman encouraged libraries to start thinking about the upcoming 2015 Annual Reports and to visit the Wisconsin DPI website: [http://pld.dpi.wi.gov/pld\\_annrpt](http://pld.dpi.wi.gov/pld_annrpt) for information.
- **Old Holds Review:** M. Dunn inquired if libraries should be able to move old or unavailable copy holds to an active item copy in order to satisfy a patron's request. The Council agreed that this should be done even if it is done by another library. This will be added to the V-Cat Guidelines on the website at: <http://www.wvls.org/training/old-holds-review>

**Connectivity to Sierra – Upgrade of Security Certificate to SHA2:** I. Christman shared information from J. Klingbeil regarding the SSL certificates. These certificates were installed in October 2015. The promotional brochure is available and will be updated. Please send any questions to: [support@wvls.org](mailto:support@wvls.org)

#### Request for February 4, 2016 Agenda:

K. Metzke asked if there were any items for the February 4, 2016 V-Cat meeting agenda. The following were listed:

- Review of Ecommerce process
- Update on EBSCO Discovery Product implementation
- Appointment of Discovery Product Ad Hoc Committees – Promotion and Training
- M. Taylor requested a review of the number of V-Cat meetings per year

**Adjournment:**

M. Dunn moved to adjourn the meeting. E. Brewster seconded. Motion carried. The meeting adjourned at 11:35 am.

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SUBMITTED: 12/9/2015

I CHRISTMAN, RECORDER