PINES Executive Committee Meeting

December 2, 2014

Bull Street Branch, Savannah GA

STAFF NOTES

**PINES bids:** The PINES staff is working on bids for overdue notices and colocation facilities. New contracts for these bids will start on July 1, 2015.

O**CLC batch processing**; OCLC reclamation project is completed. We sent over 1.7 million bibliographic records to OCLC for processing. 94% were matched to existing OCLC records since OCLC was able to manipulate some of our bad data to increase matching. Over 6 million holdings were set. Those libraries that had few holdings in OCLC may now see an increase in ILL activity.

Chris is in the process of pulling the files for the first of our continuing batchloading. We will send files to OCLC once a month, which is covered under our current OCLC contract with a onetime setup fee of $355.

Libraries are still responsible for their own deletes.

**Long overdue processing**; Implementation went fairly smoothly. Most of our helpdesk tickets have been about explaining the process rather than any true errors in the process.

**NACO training**; GPLS, along with the university libraries, sponsored NACO (Name Authority Cooperative program) training. Two PINES catalogers attended – Britt Ozburn from Newton County and Cheryl Brown from Lake Blackshear. The Library of Congress is establishing a Georgia Funnel to assist in the creation of name headings in the state. Training is essential for the process. Having authorized forms of names becomes increasingly important with RDA and the linked data it supports. We want to thank Newton County and Lake Blackshear for their support. There may be training opportunities for other catalogers after the New Year.

**PINES Training:** PINES training in 2014 was well received. After reviewing which sessions were the most in demand and most in need, the 2015 training schedule will be adjusted to allow for more circulation training in different locations and make some of the more specialized training available through online classes. I will be contacting the library directors for possible dates and locations for on-site training after the new year begins.   
  
**Statistics:**   
- The numbers on the Overdue reports dropped because many of those items were switched to Long Overdue status.   
- Libraries are making progress on switching patrons off of the Outreach profile and onto more appropriate profiles, but there are still more than 2700 Outreach accounts that will need to be changed.  
- The NoveList Select added content in the OPAC continues to show value with steady usage.  
- The Help Desk continues to be busy, with 404 PINES tickets in the third quarter alone.  
- GALILEO authentication via PINES spiked in September then dropped in October, possibly due to changes in usage patterns when the school year began. November usage returned to a normal level. As we have done training sessions around the state, we have encountered a lot of staff members that do not know that patrons can log into the PINES OPAC in order to access GALILEO without having to know the current GALILEO password. We encourage everyone to spread this word to staff and patrons because it makes it much easier for patrons to only have to remember their own password.  
  
**Library Cards and Barcodes:**  
- Please order by the end of February to take advantage of the current group purchasing contract rates.   
- Details at: [http://pines.georgialibraries.org/cards](http://pines.georgialibraries.org/cards" \t "_blank)  
- A new group purchasing contract will be signed in the spring of 2015.  
  
**B4 Book Tracking Project:** I have begun the early stages of development. The target rollout date is April 30, 2015.  
  
**Evergreen Web Client**: The development team is continuing to resolve the bugs and display issues identified for the first phase of the project (the circulation module). They will begin the second phase (the cataloging module) once this work is complete.  
  
**GLASS Profile:**   
- PINES staff have been working with the GLASS staff in the AMLAS office in Atlanta on PINES/Evergreen training and developing effective procedures.   
- Instructions and information for PINES staff are available at [http://pines.georgialibraries.org/glass](http://pines.georgialibraries.org/glass" \t "_blank)  
- Talking Book Players have been ordered and will be distributed to libraries by the GLASS staff. For further information, please contact Pat Herndon.

**Patron Database Cleanup:**  
- Completed over Labor Day weekend.  
- Reduced 92,000 accounts to just over 47,000  
- Some false positives among the matches.  PINES staff have tools to partially separate incorrectly merged accounts.  
- PINES staff are brainstorming development ideas to discover duplicates more quickly/more often.  
  
**Authority Project:**  
- We have been processing monthly authority updates since September.  
- We get an updates file from Backstage Library Works based on the authorities they know we have.  
- We send them a file of new bib records added since the last update that they process and send us back authorities and updated bib records that we process.  
  
E**vergreen 2.7 Upgrade**  
  
Timeline:  
- We will go offline at 6:00 p.m. on Thursday, January 15, 2015 and the staff client will go live at 6:00 a.m. on Tuesday, January 20, 2015  
- If the upgrade finishes in advance of the go live date, we will allow OPAC and SIP server access.  
- We will be collecting SIP device and third party service IP addresses to create a firewall whitelist to go into effect on Tuesday, January 20, 2015.

**Upgrade Testing:** To date 5 systems of 53 have returned testing checklists, 14 of 53 have sent in library page updates and 6 signoff sheets have been received. Please don’t take our past upgrade successes for granted. User testing is crucial, especially for 3rd party products that the PINES staff cannot test. Even if libraries can only do partial testing, that is better than no testing at all.

A**ction Item: Multivolume Parts Implementation**

Q1) Should PINES implement monographic parts for print multivolume sets?

Executive Committee action: Approved

Q2) Parts are created for the whole consortium. Should PINES use a controlled terminology for parts designations?

Executive Committee action: Approved

Q3a) Should it be up to the individual library whether to implement retrospectively?

Executive Committee action:

Tabled pending report on possible numbers of multivolume sets per library

3b) Should individual systems be encouraged or required to edit existing titles in a specific time frame?

Executive Committee action:

Tabled pending report on possible numbers of multivolume sets per library

**Institutional Patron Profile Review**

Definition:

An Institution profile may be issued to institutions with a regular daily population or a population that is housed long term. Examples include school media centers, day care centers, nursing homes, assisted living facilities, or jails.

Cards should not be issued to users outside a library’s service area. The name on the card should be the name of the primary representative of the organization (ie, Director or Manager). This person must sign the application form to confirm that the institution will take responsibility for any fines and fees. The name of the institution and the names of any individuals allowed to check out items to the card should be listed in the account's Alert field.

* Each Library System's Director shall determine which of their staff members are permitted to create user accounts with the Insitutional profile. The Director may also choose not to allow any Institution profile accounts for their Library System.
* Each library system shall determine whether Institution cards are kept at the library or kept by the institution.

**APPROVED;** to be available for use on February 2, 2015

-How long should an Institution account be valid before expiring? **APPROVED** at one year expiration

-How many simultaneous checkouts should an Institution user be allowed? **APPROVED** at 50 items

-What is the preferred circulation period? **APPROVED** at 30 days, 0 renewals

-Should Institution users be charged overdue fines? **APPROVED** “no”

-Should Institution users be charged for lost, damaged, and long overdue items? **APPROVED** “yes”

-How many simultaneous holds should an Institution user be allowed? **APPROVED** 50 simultaneous holds

-Inform all Outreach users of the rule changes and change the account profiles on a specific date. **APPROVED** with Outreach discontinuation date on June 30, 2015. The PINES team will update the Committee on number of Outreach profile users still in use at the May meeting.

Note that as of 6-24-14 there were 5,014 Outreach profile users. As of 11-25-14 there are 2,714 Outreach profile users and 318 Homebound users. This shows good progress on cleanup to date.

Sample contracts were distributed at the meeting and have been posted on the meeting website. Because this will be an agreement made between an institution and the library, the library will be responsible for developing their own agreement.

**Password Change by Phone**

Should PINES Policy be changed to allow library staff to reset patron passwords if they telephone the library? **APPROVED**

If the policy change is approved, is the patron's name, date of birth, address, and

phone number sufficient to confirm identity? **APPROVED** with the library card number required and name, date of birth, address, and/or phone number used to confirm identity.

**New Director Communication**

Elizabeth will send a welcome letter to all new PINES directors. The welcome letter will list pertinent resources. Elizabeth will follow up with a phone call to answer questions or offer assistance.

**PINES Policy Communication**

In the case of PINES policy violations, Elizabeth will notify the Regional Library System Director and propose a timeline for correction. For cases that are not resolved, Elizabeth will follow up with the PINES Executive Committee.

**Bylaws, Membership Agreement and Other PINES Documents Review**

A recent review of the PINES documents showed some areas that need to be updated. Elizabeth will work with a the Bylaws Committee to recommend updates to be presented to PINES member libraries and voted on at the PINES Annual Membership Meeting in May.

Bylaws Committee Members:

Keith Schuermann

Roni Tewksbury

Ben Carter