

**OWLSnet
Administrative Advisory Committee Meeting
Appleton Public Library
November 9, 2001**

Present: Ann Schmitz, Algoma; Kathy Beck, Terry Dawson, Vicki Lenz, Michael Nitz, Appleton; Karen Dickman, Birnamwood; Carol Luepke, Bonduel; Kathy Mitchell, Clintonville; Kay Rankel, Gillett; Carolyn Habeck, Hortonville; Robyn Grove, Iola; Craig Lahm, Kaukauna; Susan Grosshuesch, Kewaunee; Pam Ellingson, Lakewood; Barbara Wentzel, Kimberly/Little Chute; Lyn Hokenstad, Manawa; Nancy Krei, Marinette; Lisa Hein, Marion; Ann Hunt, New London; Terrie Howe, NFLS; Peg Murphy, Oconto; Jeanne Waschbisch, Oconto Falls; Karen Kuhn, Oneida; Dorothy Youngblood, Scandinavia; Mike Hille, Shawano; Becca Berger, Joe Clabots, Sturgeon Bay; Korrin Moede, Suring; Peg Burington, Ruth Hoppe, Waupaca; Lucie Erickson, Weyauwega; Alene Newcomb, Wittenberg; Beth Carpenter, Patty Hankey, Kathy Houlihan, Rick Krumwiede, Charles Ledvina; Holly Otts, Barbara Strauss, OWLS.

1. Call to order and introductions
The meeting came to order at 9:40 a.m.
2. Minutes of September 21, 2001 meeting
The minutes were accepted as distributed.
3. Brief reports
 - a. Implementation update: MAT
The last library, Mattoon-Huchins Community Library, is now online. There are no plans to add more.
 - b. New OWLSnet borrowers key cards
Patty Hankey had the key cards and plastic protectors available for distribution. Contact her or Denise at NFLS for additional key cards.
 - c. Status of new Geac products
 - Patron authentication for netLibrary – Patron authentication is partially done and should be completed in about a week. Both OWLSnet ID and netLibrary ID will be required by patrons to check materials out.
 - Email notification – Because email notification is not as developed as thought, it is taking more time than was anticipated. Email authorization forms are ready for printing. There will be more information at the next AAC meeting.
 - d. Other
TEACH authorization: Most of the libraries have signed the forms and returned them to OWLS. In the future, the OWLSnet agreement will include authorizing the system to represent all the libraries for TEACH authorization.

Telephone discount: NFLS applies for telephone discount (POTS). OWLS will also apply for telephone discount for the OWLS libraries.

Lost In Transit and *Going Home*: A report was distributed for all libraries to search for lost-in-delivery items. Please delete items that have been lost for a long time and have repeatedly shown up on this report.

4. Demonstrations of new Geac products

3M self-check: Vicki Lenz demonstrated the self-check, which can be used for books only. The cost for the 3M shelf-check was \$17,000, which was paid for by the Appleton Library Foundation. Appleton Public Library has paid for the interface, so any additional libraries would only have a \$500 Geac fee in addition to the cost of the shelf-check equipment.

Direct access to NEWCat from webpages: Beth Carpenter demonstrated the direct access to NEWCat. Libraries can provide direct links to NEWCat records from their web site.

Instructions on how to do this can be found at

http://www.owls.lib.wi.us/info/support/newcat_direct_links.htm

Beth sent an email offering several brief training sessions in the OWLS computer lab. If you would like to attend one of these sessions, please contact Beth. OWLS libraries can contact Beth for individual assistance. NFLS libraries should contact Terrie Howe for individual assistance.

New material webpage: Charles Ledvina demonstrated an OWLSnet New Material webpage that he has developed. Items with an ISBN number will link directly to NEWCat. Libraries can check their new materials by going to <http://apl-127d.apl.org/newmat.htm> This service will be moved from Charles' computer to one of the larger servers in the near future, so that librarians have 24/7 access.

Libraries agreed on a 3-month limitation for new material. Updating would be done every two weeks with the date of the last update posted.

5. Review OWLSnet Resource Sharing Policy

Rick distributed a draft of proposed changes to the Resource Sharing Policy. The Restricting Access section was eliminated and replaced with Deviation from the Standard Practice. Alternative 1 and Alternative 2 were discussed as a method of restricting libraries, which deviate from the standard plan, from the ability to borrow materials from other libraries. The libraries liked Alternative 2 better than Alternative 1, but proposed another option of charging a higher membership fee for non-complying libraries.

A new version of the draft will be mailed out before the next AAC meeting. A list of exceptions for the Standard Practice will also be prepared for AAC approval. Tentatively, the list includes reference materials, equipment, art prints, current periodicals, pamphlets, local history items, (toys, games, kits – which are too large for bins, too fragile to send in delivery, or do not have protective packaging).

6. Other

Key cards: Patrons turning in their standard card will not be charged \$3.00 for a key card. Having the patron fill out a new registration form is a local option.

Schedule and location for meetings in 2002

January 18	NFLS
March 15	Weyauwega
May 17	Waupaca
July 19	Birnamwood
September 20	Sturgeon Bay
November 8	Oconto

7. Next meeting: The next meeting will be on January 18, 2002 at 9:30 a.m. at NFLS.

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Hold Messaging: It was reported that changing the time-out to 72 hours solved the problem of many exhausted holds needing to be restarted.

C-fly: Waupaca reported that the c-fly records had attached to a volume record of a periodical title. Barbara will correct this.

Procedure for collecting bill payment for other libraries: In addition to giving the patron the white copy of the receipt, place a stop on the patron's record and make a note in the delinquency notes field that the billed amount was paid. The note should include your agency code and the date. When the owning library receives the payment and clears the patron account, they will also remove the patron stop and the delinquency notes.

Circulation glitches: Oconto reported a problem of checking out four items and having only three items print on the due date slip. Sometimes a wrong title checks out to a patron—possibly carrying over from the previous patron. If you notice any glitches, please document them and let OWLS know.

The meeting adjourned at 1:10 p.m.