

City University of New York (CUNY)

## CUNY Academic Works

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Meeting Minutes

Library Association of the City University of  
New York

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2010

### LACUNY Rerserves Roundable Meeting Minutes, March 2010

LACUNY

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**MINUTES OF THE OCTOBER 2009 MEETING  
LACUNY RESERVES ROUNDTABLE**

March 18, 2010, 2:30 pm

Library Conference Room, John Jay College

**Members in attendance:**

Ida Bazan, Medgar Evers  
Angelina Brea, Lehman  
Kathleen Collins, John Jay  
Nancy Gonzalez, City Tech  
Curtis Matthew, Grad Ctr  
Michael Miller, Queens  
Jacob Philip, City College  
Josephine Murphy, Kingsborough  
Mila Sherman, Kingsborough  
Joy Dunkley, Medgar Evers  
Ann Matsuuchi, La Guardia  
Addy Soto, Lehman  
Olga Snaider, Central Office  
Jeanne Yan, Hunter  
Simone Yearwood, Queens

Olga Snaider met with the group to discuss issues related to Aleph reserves module (Staff Menu and GUI) and the planned upgrade to version 20.

KC demonstrated how she catalogs personal copy reserve books to elicit comments and questions from the group; others commented on how their method is similar or different.

OS responded to some of the questions previously solicited via email. She confirmed that in the new version of Aleph, there will not be the capability for searching sublibraries separately in reserve module.

OS reminded all that it's best to begin course names with college initials. Since reserve material is often in the library only temporarily, e.g. professors' copies, reprints of articles or photocopies of book chapters, the reserve file is not set up like the bibliographic file which can easily be limited to college. In an attempt to circumvent this limitation, libraries agreed some time ago to begin the reserve course number with the two-character code of their college, e.g. JJPSY310. There is also an option to limit viewing permission to patrons registered in the course to which the resource is linked (see end of the minutes\*\*).

OS also clarified that "inactive courses" are defined by period *end* dates (i.e. expiration dates), not beginning dates. Group members commented that even when they do include an expiration date, when that date arrives, information is still visible in Aleph Staff Menu

and OPAC. In order to suppress the old inactive courses from the web OPAC, one can mark the course period checkbox 'not active.'

OS inquired about workflow: how each college receives requests for reserves materials, i.e. forms, online, etc. and what information is requested; are requests for personal copies or library copies?

OS demonstrated how to save CUNY+ records to files in e-shelf/basket folders and then emailing to library contact email address.

Discussion about how various libraries put a hold on an item for reserve.

OS asked if group used: load file, print pickup list, transfer items or proxy name options on Aleph Staff Menu (All said no); who uses Aleph vs. DocuTek for e-reserves (mixed).

OS prepared to show presentation via ExLibris on course readings/reserves in version 19+, but time ran short so the explanation focused on the key changes of the new version. She will plan to show in next meeting (likely early Fall); presentation Course\_Readings\_and\_Reserves\_19+ is available on the vendor's site via CUNY Portal and she shared password and username for access.

OS reminded all about addressing the inactive course reports she sent out several months ago and also demonstrated how to generate reports ourselves in Aleph.

OS confirmed that individual items need to be deleted in Aleph Staff Menu – one cannot delete a whole course as individual items will remain in database.

SY asked what will happen if we don't delete the inactive courses before the transfer to the new version. OS said it will lead to complications in the process of the upgrade (even more than exist now).

A couple of group members indicated that they had trouble completely deleting item records and explained their method. KC said that she believed items need to be deleted in Aleph Staff Menu as well as in Aleph GUI. OS confirmed that to be a good practice, though NG said those remaining undeleted records might be deleted in periodic purges down by OLS. As they should be checked locally, the manual deletion is the best approach. Others said they, too, believed to have deleted items that still shows in Reserves OPAC. OS offered to send item list reports of RESE collection (anything categorized as reserve collection) to each sublibrary. She suggested moving reports to local drive to archive them and demonstrated how to do so.

OS highlighted features of new Aleph version that would affect reserves. [There will be the option of a "common course" without a specific time period or instructor. This common or parent course can have child courses that will be assigned sequence numbers. The differences between course sections would only then be seen in GUI, not in OPAC.

There will also be a merging option to eliminate duplication and options for e-reserves (open to anyone, open to registered students, open to those signing copyright form.)

\*\* (provided by Olga)

1. Course Reading / Course Reserves function is moved from the Web to the Circulation GUI module. The courses are moved to the adm library and reserves staff will connect to the xxx50 library in order to work with Course Reserves. The Course Reserve function is under the "Admin" icon (the cup with pencils) in the GUI Circ.

2. The addition of a sequence number to the course and the concept of an optional "common course" record. It is suitable for use for courses that are taught in multiple sessions/classes, and there is a common corpus of reading material that is used in common/shared by all the sessions of a course/individual classes. It provides efficient management of reading lists by enabling one-time registration of reading material for all the sessions of a course. Although the material is listed only once, it is included in search and display for all sessions of the course. The common course record does not have instructor or active dates. In addition to material registered to a common list, additional reading material can be added to the individual courses.

The individual course is the actual classroom course, and must have instructor, active dates and relevant period. An individual course is linked to a common course by the same course number. The internal system identifier of a course is made up of the course number to which a system-generated sequence number is appended. The sequence number serves to differentiate between different courses that use the same course number, such as multiple sessions of a course. For example, a common course is created with course-sequence "0000" and an individual course record for each section with this same course-number (and with course-sequence 0001-up).

If an individual course is linked to a common course, the reading list for the course includes both the individual course's reading list and automatically all the common course's reading list, displayed in one sequence. Entries from the common course are displayed and indexed for each of its individual courses. The individual course can have additional entries of its own.

When a course does not have the same course number as a "common" course, it will have only the reading list entries that have been registered for it.

3. A document which is linked to multiple courses (and, therefore, has multiple xxx30 doc records) can be virtually merged into a single record for display purposes in Union View.

4. The Course Reading online catalog includes special controls for permission to view electronic resources. It is possible to limit viewing permission to patrons registered in the course to which the resource is linked via 856 field subfield 4. This option requires the flat file to be sent to OLS by the local libraries; the file should consist of the patron ID (1-12) and course number (13-30). The example of the structure is below.

User ID Course Number

1-12 13-30

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123101 100-12

123103 100-12

123106 100-13

Meeting adjourned at 4:00 pm

*Submitted by Kathleen Collins, John Jay College*