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Meeting Minutes

Library Association of the City University of
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2006

LACUNY Interlibrary Loan Roundtable Meeting Minutes, July 2006

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Circulation/ILL Joint Committee meeting
Thursday, 07/27/2006

ATTENDEES

BB Eric Neubacher, Mee-Fong Moy, Ester Ramos
BC Miriam Deutch, Bridget Nowicki, Sherry Warman, Judith Wild
BM Joy Dunkley, Dorothea J. Coiffe
BX Jacob Adekola, Geri Hebert, Zuwang Shen
CC Ebe de Leon
CL
GC Curtis Matthew, Beth Posner, Polly Thistlethwaite
HC Norman Clarius, David Donabedian, Danise Hoover, Harry Johnson
HO Rhonda Johnson
JJ Nancy Egan, Jeff Kroessler
KB Jay Bernstein, Josephine Murphy
LG Scott White
LE Madeline Ford, Gene Laper
ME Richard Hickerson, Alexei Oulanov
NY Nancy Gonzales, Anne Leonard, Songqian Lu, Vijay Nair
QC Michael Miller, Simone Yearwood
QB Barbara Bonous-Smit, Connie Williams
SI Raymond Wang
YC Eulalia Herrera, Edwin Rios, Hope Young
CO Pat Young, Larry McCue

MINUTES

This was the first joint meeting of the CUNY+ Circulation Committee and the CUNY ILL contacts. The two groups met because of the potential overlap between circ and ILL functions with the implementation of CLICS (CUNY Library Inter-Campus Sharing).

(1) CLICS

Pat Young opened the meeting by giving an overview of CLICS. She distributed a preliminary outline of CLICS procedures as a starting point for discussion. The actual workflow may vary for each library and will be ironed out with experience.

Concerns: It was noted that in Aleph Version 16, multiple holds can be placed on the same title, but not on the same item. Release 18 will permit holds at the title level.

There was some concern that patrons might not pick-up holds, might reserve multiple copies of the same title, or might not cancel unneeded holds. Such abuse could be handled in various ways, e.g., by blocking abusers or by implementing fines. The committee agreed to "wait and see" if the amount of abuse warrants any action.

Individual libraries can limit the total number of active holds at the collection/patron level.

Testing: The new batch jobs ran in trainlms on July 11th and July 17th. Further testing should be done in the training module by all involved.

Contacts: CLICS and LAND contacts have been added to the OLS Aleph site (<http://ols.cuny.edu>).

Publicity: Julie Cunningham (Chief Librarian, Graduate Center) has drafted a preliminary publicity notice, which can be seen at: (http://library.gc.cuny.edu/INFO/clics_info.htm)

Suggestions for edits or additions may be sent to Polly Thistlethwaite

(GC) for consideration, though their goal is to keep the instructions to the basics.

Holds can be placed on items being reshelved, so you may need to look at reshelving times for your library.

CLICS requests can only be made on stack materials (item status 01).

There was a discussion about the best time to run the report to generate the pick list and call slips for hold requests. Batch jobs are currently run after midnight. An earlier run time would permit those with evening staff to prepare books for morning pick-up, but some schools don't have night crews and as pick-up times vary, this would not benefit everyone. It may be necessary to run more than one report per day. [Note: the job now runs at 5:30 p.m.]

Printing: The way the item barcode prints on the hold request slip varies depending on what version of Internet Explorer is in use.

Q: Is it possible to print slips on the DYMO (narrow) printer?

Print options can be set at the workstation level, i.e., whether to print slips or not.

Multiple copies: should say "like" copy for multiple copies (to be tested).

It was suggested that the language of the Hold Request button be changed from "Hold" to "Request." The suggestion will be forwarded to Public Services. [Note: the Public Services committee voted to change the word to "request."]

Recommended language on hold cancellation letter: "Item is unavailable; please request from another CUNY library."

The committee felt that the hold shelf report should be run more often than weekly. A daily report could provide better service to the patrons. [Note: this report now runs Sunday thru Thursday.]

In the web opac, the committee suggested:

Change "Hold request:" to "Select pickup location:"
Change date field descriptor to "Not needed after..."
[Note: these changes have been implemented.]

The default menu selection currently defaults to the patron's home library.

Please note that branch libraries at City and Hunter are not LAND pick-up points. Items from these libraries may take longer to arrive. This needs to be clearly understood by patrons before they place holds.

On August 1, the new University-wide loan periods will be implemented.

IMPORTANT: If you haven't already done so, please review the posted policies (<http://libraries.cuny.edu/circpage1.htm>) and send changes to Larry McCue at larry.mccue@mail.cuny.edu

On August 14th, the CLICS "Request" button will show up in the web opac.

(2) Circulation statistical reports by date and call number can be generated on request.

(3) Beth Posner and Anne Leonard demonstrated how WorldCat can be set up locally to direct searchers to CUNY libraries first. The goal is to use CLICS rather than ILL.

Each CUNY library can create custom library groups that will take priority. Currently, OCLC allows for a maximum of 15 groups; we are working on how to allow more.

(4) LAND labels should also be supplied to ILL people. The idea of color coding was rejected. It was requested that ILL and CLICS deliveries be kept separate, i.e., do not put in the same envelope. [Note: label templates were sent to the committee by Ester Ramos.]

(5) Mark your calendars! The next CUNY+ Circulation Committee (only) meeting will be held:
Wednesday, September 13th, at 10:00 a.m.
Conference Room north