

## **Minutes of the SEO Governance Committee Meeting**

**October 30, 2007**

Prior to the meeting there was an election of Chair and Vice-Chair. Pam Hoesman made a motion to elect Arlene Radden as Chair and Georgi Huizenga seconded the motion. Arlene accepted and the motion passed unanimously. For Vice-Chair, Cindy Lombardo made a motion to elect Georgi Huizenga and Arlene seconded the motion. Georgi accepted and the motion was passed unanimously.

The meeting was then called to order by newly elected Chair Arlene Radden at 10:00 a.m. at the Holmes Co. Public Library.

The following persons were present:

Arlene Radden, Chair, HCO  
Jo Budler, State Librarian  
Diane Fink, State Library  
Georgi Huizenga, ELL  
Pam Hoesman, OHH  
Cindy Lombardo, TCO  
Sandi Thompson, PPL  
Vicki Eckenrod, ATT  
Dianna Clark, SEO  
John Stewart, SEO  
Sharon Douglass, SEO

### **Approval of Minutes**

The minutes for the May 16<sup>th</sup>, 2007 meeting were unanimously approved as written by the committee.

### **Financial Report**

Chief Fiscal Officer, Diane Fink presented the financial statements and an update of the OAKS system. The Ohio Administrative Knowledge system is a project of the state government for performing the State's primary administrative tasks with one integrated computer system.

### **Statewide Resource Sharing**

Jo Budler reported on the steps being taken by the State Library to develop a strategic plan for the next phase in statewide resource sharing. The State Library because of feedback from the SWRS Commission has contracted with Rob McGee(RMG Consultants, Inc) to assist in conducting focus groups of public libraries in 3 locations: Central, Southwest and Northeast. Jo reported some highlights from each of these groups including the importance of an NCIP compliant product, including eResources, digital media and federated searching, scoping from local to regional then to statewide. Arlene Radden attended the focus group in Canton and Sandi Thompson attended the Central focus group. They both reported a lot of the same things as Jo with some additions such as print on demand, Amazon look and feel and looking at OCLC.

## **NCIP Standard**

A letter signed by various users of Horizon in Ohio and Minnesota was sent to SirsiDynix to ask when the NCIP standard will be implemented in Horizon. A letter of response was received from SirsiDynix in April 2007. Dianna shared the letter with the committee and it stated that the Sirsidynix NCIP responder will be available for use with both Horizon 7.4.1 and Unicorn. It will be based on the Unicorn responder which continues to undergo testing with OCLC PICA VDX. If testing with Horizon goes as planned the responder would be available in the fall 2007.

## **Open Source ILS Update**

Jo Budler updated the committee on the meeting held at the State Library on Open Source ILS. The meeting had representation from OPLIN, OLC, SWON Regional, NEO Regional, NORWELD Regional, State Library, SEO and Liblime. An outline of topics were discussed as to how to communicate who, what, why and where to start the development of an Open Source ILS. There are the issues of hosting, supporting, training and funding such a project. For any LSTA support it is also important that any open source development must be NCIP compliant. A possibility is that OPLIN could host the appliances with the Regional's providing some training and support.

## **SEO IT Report**

### **1. Web Reporter**

John Stewart reported that all membership have been transitioned to the new Web Reporter server. The implementation took longer than anticipated but he did not want to move membership over until all testing was completed. The SEO Web Reporter trainers were contacted and asked to run some testing on the new server and provide feedback. We welcome any feedback negative or positive about your reporting experience especially after the 1<sup>st</sup> of the month.

### **2. Collection Code revisions**

John reported that the SEO IT staff has been working with individual library systems on streamlining the collection codes. The systems will now share a set of codes to minimize the number of codes. The count of codes surpassed 7400 and has been reduced to below 4000 with not all locations being completed.

### **3 Position Vacancy**

John reported that the vacancy left by him will soon be posted and advertised as a Network Administrator 1.

### **4 IT Staff**

The IT staff has been moved to a new work area out near the cargo department. This was a welcome change moving them from the noise of the server room.

## **Old Business**

Sharon Douglass, Catalog Librarian from SEO updated the committee on the process and procedures taken for the Authority Control project. SEO contracted with TLC for their Authority Works product which updates the authority for marc records in a more real time manner. The SEO catalog staff provided TLC with the parameters needed for profiling as the database was exported and then imported back into Horizon. This product does require the staff to maintain two databases and requires additional steps to be taken prior to the CatExpress file being imported on a daily basis.

## **New Business**

### **Special Task Force for HIP Enhancements**

Arlene reported that their library system conducted a survey for feedback from customers on their experience with the Holmes Co. website. Most of the responses were not on the website but dealing with the public library catalog. Dianna mentioned that SEO would like to focus on the HIP and enhance the user experience in the next 18 months. There will be one upgrade to the Horizon client but not any real enhancements so we feel the need to respond to customers concerns and desires for the library catalogs. With the addition of a Network Administrator, their main focus would be HIP. It was suggested that a special task force be formed with IT and public service staff to evaluate what our members would like to see different and what is available that could be offered to all.

Arlene Radden made a motion to form a HIP task force. Sandi Thompson seconded the motion. The board voted unanimously.

Sandi Thompson, John Stewart, Eric Maynard and Rick Wiltrout all volunteered or were volunteered to steer this committee.

#### **1. Expired Requests**

Dianna received a request from membership to evaluate the need to extend the 'requests expired' from six months to nine months. The committee felt this was a necessary step to be taken and that at the same time SEO should recommend the use of a couple of Web Reporter reports for membership to monitor. These reports are 'Requests about to expire' and 'Requests with no available titles'. It was also suggested that the purchase alert should once again be made available to membership instead of requiring the libraries to generate themselves. SEO will look into generating this report for 'Purchase Alert for the consortium' on a monthly basis and provide a link to the report on the SEO website.

#### **2. Catalog marc record access**

Sharon Douglass reported to the committee a summary of the SEO cataloging department discussion regarding editing of bib records by Round 2 catalogers. With the implementation of the TLC product AuthorityWorks, the question arose whether to restrict or eliminate the editing ability of Round 2 catalogers in order to more closely maintain the controlled fields in Horizon bib records (author, series, and subject fields). Round 2 catalogers currently have the ability to edit any and all fields in a bib record on Horizon. There are approximately 20 Round 2 catalogers throughout the consortium.

The discussion lead to 3 possible actions which were listed in a hand-out distributed to board members (see attached) which detailed the advantages and disadvantages of each. The actions are: to eliminate Round 2 catalogers altogether; keep Round 2 catalogers but limit the fields they can edit in a Horizon bib record to uncontrolled fields; or, maintain the status quo for Round 2 catalogers with full editing privileges. Sharon surveyed some Round 2 catalogers about what types of editing they most frequently do and the responses indicated that most of their editing takes place in non-controlled fields of a bib record.

The board discussed the topic and asked Sharon for her recommendation. Sharon recommended that the board endorse the second option, to keep Round 2 catalogers but limit the fields they can edit in a Horizon bib record

to uncontrolled fields. Sharon and Dianna also asked the board to endorse the need for making any future Round 2 cataloger training mandatory.

Georgi Huizenga made a motion to accept the recommendations. Sandi Thompson seconded the motion. The board voted unanimously to accept these recommendations.

The SEO catalog department would like to meet with the Round 2 catalogers after the first of the year (2008) to discuss scheduling training and the changes to their editing ability and the reasons behind it before implementing the restrictions. Jo Budler mentioned that online meetings through WebJunction provided by the State Library may be used to facilitate the discussions and/or training.

### **3. SEO Agreement and Cataloging Policy Revisions**

Dianna presented to the committee the 'SEO Governance Agreement' and the 'SEO Cataloging Policy' for some revisions. The documents were reviewed and minor changes were needed on the agreement. The SEO Cataloging Policy was updated to remove the SLO catalog center and to have a more specific definition to the requirements of marc records for new libraries and their option to migrate. With the addition of the new AuthorityWorks process the need for more specific guidelines and review were determined to be necessary.

Jo Budler mentioned that maybe we should explore with OCLC any marc record upgrade processes that may be available as an option for a library system to pursue to allow for migration to the SEO database instead of the retrospective process required.

The revisions will be sent out to membership for a 2/3 vote.

### **4. Libraries Connect Ohio Databases**

Jo updated the committee with information that the LCO Partners will be issuing a Request for Proposal for databases across a wide core of subject areas. The RFP will be issued in December 2007 with vendor responses due in January 2008. The results will be evaluated by a new task force composed of 5 librarians from each of the three LCO communities. The primary purpose of the proposal is to provide current estimates of the costs to expand across the various subject areas of the core set.

The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Dianna Clark