**AGENDA**

**CCS DATABASE MANAGEMENT COMMITTEE**

**CCS OFFICE**

**Monday, August 20, 2018**

**9:30 AM – 11:30 AM**

CALL TO ORDER 9:32 AM

ROLL CALL

Chair: Diane McNulty, Cary

Mikael Jacobsen, Zion-Benton

Denise Faler, Crystal Lake

Ann Finstad, Glencoe

Lynn Firman, Lake Villa

Tony Hahn, Des Plaines

Kathy Milfajt, McHenry

Cyndi Rademacher, Niles

Sara Scodius, Northbrook

Tori Sergel, Lake Forest

Jo Smolzer, Huntley

Absent: Emily Compton-Dzak, Winnetka

Helga Scherer, Morton Grove

Also present: Debra Wischmeyer, Rebecca Malinowski, CCS

MEETING GROUND RULES

Rebecca Malinowski introduced the meeting ground rules. The group agreed to the rules by general consent.

PUBLIC COMMENT

None

POTENTIAL CONFIGURATION CHANGES

**New Item Stat Class Requests**

Debra Wischmeyer reviewed the structure of the database, specifically that item stat class, collection, material type, shelf location, and call number are all areas to store and track item-related data. Collection, item stat class, and material type are shared lists, while shelf location and call numbers are unique to each library. The group reviewed sample reports from web reports to see how the data can be used together or separately.

CCS has received three requests for new stat classes: Urban, Large Print, and World Languages. Malinowski noted that CCS recommends adding Urban and World Languages, not Large Print. The group discussed each, noting that it is easier to combine stat classes together than to break data out from larger groups and that a primary use of item stat classes is to track genre. After some discussion:

Mick Jacobsen moved to add Urban to the list of item stat classes. Cyndi Rademacher seconded. The motion passed by unanimous voice vote.

Jo Smolzer moved to add Large Print. Tori Sergel seconded. Jacobsen requested a roll call vote:

Nay

Kathy Milfajt, McHenry

Cyndi Rademacher, Niles

Sara Scodius, Northbrook

Tori Sergel, Lake Forest

Chair: Diane McNulty, Cary

Denise Faler, Crystal Lake

Ann Finstad, Glencoe

Lynn Firman, Lake Villa

Tony Hahn, Des Plaines

Yay

Jo Smolzer, Huntley

Abstain

Mikael Jacobsen, Zion-Benton

Absent: Emily Compton-Dzak, Winnetka

Helga Scherer, Morton Grove

The motion failed with 9 nays, 1 yay, 1 abstention.

Regarding Large Print, the group felt material type was sufficient for reporting, and the library could resubmit their request if additional training was not helpful.

Rademacher moved to add world langauges. Ann Finsted seconded. The motion passed by unanimous voice vote.

**Display Patron ID in Item History**

Malinowski introduced the request from a library to add patron ID to the item history page. The item history displays to all staff on a rolling one-year basis. The group discussed the potential uses and noted that the existing last and previous borrower display addresses most need for patron history, and the ability of CCS to produce more detailed history as needed can satisfy special cases. The group discussed patron privacy and limiting what history is readily available to staff.

Sergel moved to leave the display as is, and to not add patron ID to item history. Lynn Firman seconded.

Yay

Denise Faler, Crystal Lake

Ann Finstad, Glencoe

Lynn Firman, Lake Villa

Tony Hahn, Des Plaines

Mick Jacobsen, Zion-Benton

Kathy Milfajt, McHenry

Cyndi Rademacher, Niles

Sara Scodius, Northbrook

Tori Sergel, Lake Forest

Jo Smolzer, Huntley

Chair: Diane McNulty, CaryNay

Abstain

Absent: Emily Compton-Dzak, Winnetka

Helga Scherer, Morton Grove

The motion failed with 11 yays.

**PAC Display**

Wischmeyer summarized the question SCRAP is considering regarding cataloging of travel guides and similarly published material. The PAS Advisory Group recently recommended to SCRAP to catalog each edition of a travel guide or similarly published material on a separate monographic record. After some discussion, the Database Management Committee concurred, specifically noting that the hold process for serials is not patron-friendly.

Malinowski summarized the PAS Advisory Group’s direction to CCS to redesign some PAC icons and investigate format display options in the brief bib view. CCS will present an update at the September PAS Technical group meeting.

POLICIES TO REVIEW

**Item Types**

*Proposed Policy*

CCS staff will create new ILS policies, including but not limited to material types, patron codes, item stat classes, in consultation with the Database Management Committee.

Malinowski presented the proposed policy. A committee member requested that the policy be more specific or that the committee maintain a separate best practices document.

Jacobsen moved to recommend the proposed policy to Governing Board. Rademacher seconded. The motion passed by unanimous voice vote.

**Third Party Product Integration**

*Proposed Policy*

When a CCS member library plans to acquire a product for integration with the Integrated Library System (ILS) supported by CCS, the library is responsible for verifying that the product is supported by the ILS vendor prior to finalizing a purchase. CCS cannot assure the successful integration of products that are not supported by the ILS vendor.

Malinowski presented the proposed policy. A committee member asked for clarification on what verification the library must go through. Malinowski stated a library can open a ticket at any time before signing an agreement and that CCS can confirm with III.

Sergel moved to recommend the proposed policy to Governing Board. Denise Faler seconded. The motion passed by unanimous voice vote.

**Data Retention and Security**

Malinowski reviewed the existing data retention schedule with the committee, outlining areas where functionality provides an opportunity for or requires change. CCS is still researching several areas and does not have a complete update prepared yet.

The group discussed the difference between historical and statistical logs in Symphony and how they compare to the Polaris transaction log. The group suggested the PAS committees take up the question of how long to retain patron reading history. A committee member asked if CCS could provide a reminder or annual report to libraries if they have cleanup responsibility for some records, notably serials and acquisitions.

RAILS REQUEST FOR EXPLORE MORE ILLINOIS ILS INTEGRATION

Malinowski presented the RAILS request to test authentication with RAILS and quipu for Explore More Illinois. A committee member noted they had previous conversations about the product and had patron privacy concerns. CCS will move forward with a test connection, only providing a test account to quipu and RAILS, and will request additional information about what data will be used and how. Libraries will opt in to the program through RAILS.

NEXT MEETING

November 12, 9:30 AM at the CCS office.

ADJOURNMENT

Rademacher moved to adjourn. Firman seconded.

Summary of Next Steps

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| **Who** | **What** | **When** |
| CCS | Share feedback with SCRAP | 8/27/2018 |
| CCS | Add Item Stat classes | 8/27/2018 |
| CCS | Follow up with RAILS and test FMI | Before October 2018 |
| CCS | Research options for Playaways in PAC | Before next PAS advisory meeting |