**University of Maine System Libraries Circulation Heads Meeting**

**Friday, 28 March, 2014**

**Board Room, Bangor Public Library and via polycom**

**PRESENT**

Elaine Apostola (LEG), Jennie Beal (USM, LEW), Nelson Eubanks (MIN), Casandra Fitzherbert (USM, POR), Nancy Fletcher (PI), Barbara Higgins (BPL), Jerry Lund (ORO), Ed Moore (USM, GOR), Alisia Revitt (MIN), Kathleen Spahn (PPL), Greg Stowe (LAW), Ben Treat (UMA-B)

**POLYCOM**

Emily Church (MSL), Deb Durkin (FK), Vaughan Gagne (FAR), Ben Noeske (MAC), Jill Sampson (MSL)

1. **Introductions**
	1. send Jerry any contact information changes – he’ll send out an updated contact list
2. **Maine InfoNet with emphasis on Sierra (Alisia/Nelson)**
	1. a new person has been hired for Alisia’s old position, Lynn Uhlman, starting on 4/22
	2. URSUS libraries will be migrating to Sierra this summer in late June/early July
	3. Sierra is a product from III who also made Millennium
	4. Sierra is basically a Millennium upgrade – the interface will remain very similar
	5. there are currently some problems with Millennium and there will continue to be additional problems, which necessitates the need to switch over to Sierra
	6. there will be approximately ½ a day downtime
	7. it will take approximately 4-6 weeks to migrate all of the URSUS records (there are approximately 10 million)
	8. libraries will have a 2-3 week window of time to play around with Sierra before it goes live
	9. Sierra is going to improve response time, get rid of broken holds, eliminate busy records, etc.
	10. the log-ins will be migrated – submit to MIN who is valid and what they need access to[[1]](#footnote-1)
	11. Alisia and Nelson aren’t sure about how the passwords will be handled yet
	12. FMI: **csdirect.iii.com/sierra** – log-in information: umain/pollen8
	13. resetting font/color settings will only change it under that log-in
	14. if you have any BIG changes to make (such as record clean-up), do it BEFORE the migration
	15. new small library program: Sierra SLS will replace SOLAR
	16. switching to Sierra timeline: SLS = June (we won’t be able to see SLS in June, they won’t be live yet), CBB = June, URSUS = late June/early July, UNE = late July, PPL = September, Minerva = September/October
	17. MaineCat is able to talk to both programs at the same time
	18. URSUS is going to be the first live Sierra system in Maine
	19. the only thing that has gone away is the character-based system – no more dark side
	20. III does not offer free training, but they do have walkthrough videos
	21. Alisia and Nelson are not sure about how Sierra will integrate with ARES – we won’t know until we try it
3. **URSUS drop-down menu for pick-up location (Barbara)**
	1. is there anything that can be done, so BPL patrons can’t choose distance education sites as a pick-up location for their book requests?
	2. the sites are meant for UMS students only – not public patrons
	3. people seem to think the sites are their local public libraries
	4. MIN can change the terminology to make it more understandable
4. **Communicating with lending libraries when replacement charges get paid at borrowing campuses (Deb)**
	1. when someone pays for a billed book the library accepting the payment should let the book’s home library know – there’s no paper chain
	2. the current manual says the proper thing to do is to let the other library know
	3. there’s a list of account numbers for where the money should go, but depositing the money into another library’s account doesn’t automatically generate a notice
5. **Item versus bib level holds (Deb)**
	1. UMFK DVDs are not requestable
	2. when someone attempts to request one of UMFK’s DVDs a message should pop up saying their request was denied
	3. only a library staff member is able to manipulate/override the record – are people doing that?
	4. holds work better when they are placed at the bib level
	5. some people get upset, because the items say “available” but their request is denied
	6. if an item is not going to be sent out the status should say “local use only”
6. **Manual Subcommittee**
	1. the manual subcommittee needs to setup solid guidelines/rules for what people do everyday
	2. they will send out a call to people for information on how to handle things and/or scenario examples
	3. the goal is to come up with a single, coherent manual of guidelines and standards
	4. everyone would like to see things written down, so that we can refer to it in the future
	5. next steps: send your thoughts to members of the committee: Jill Sampson, Barbara Higgins, Greg Stowe, Ed Moore, Alisia Revitt, and Deb Durkin
7. **Nottage Library summer hours (Ben T.)**
	1. since there are no live classes being offered in July and for ½ of August, the Nottage Library will be closed from July 3rd to August 18th
	2. all of the staff members, except for Lisa Feldman, have found other positions during that time – Ben T. is stepping in as the interim library director for UMA
	3. their books will be made nonrequestable during this time and people will not be able to request books be sent to UMA-Bangor
	4. their items will still say available
	5. the vet tech program has also been discontinued
	6. on May 1st they plan to start reminding people that they will be closing on July 3rd and suggest they return books after July 3rd to BPL or UMO
	7. books checked out on or after May 5th will be due on June 20th
	8. libraries who get UMA-B books after June 20th should send them to UMA-Katz
	9. beginning June 1st items will no longer be requestable
	10. beginning June 20th UMA-B can no longer be selected as a pickup location
	11. on August 14th everything goes back to normal in URSUS
8. **Using Google Hangout as a group (Deb)**
	1. would Google Hangout be more efficient for meetings?
	2. we would all be on equal footing as far as participation goes
	3. it would be easier to share documents/videos
	4. the Manual Subcommittee could try it out first
	5. maybe we could try it for brief meetings in-between our in-person meetings
9. **Retreat Ideas (Ed)**
	1. we should look for subjects we wouldn’t normally talk about at a meeting
	2. should we get a guest speaker?
	3. should we include non-URSUS libraries?
	4. Peggy’s suggestions are good topics
	5. should we aim for this summer
	6. we’ll have to see if the directors are still willing to support us going

The next meeting will be the 1st Friday in November.

1. **Additional information from an e-mail by Alisia Revitt on 4/4/2014**: The logins and passwords will be migrated, but since they are two separate things which will be one in Sierra, then need to be matched up. Therefore, we will need to gather info about who uses what login and what they do in them. The description of how all that migrating works is long and complicated, but may be worth reading if you're interested. See here: <http://csdirect.iii.com/sierra/kb/article.php?cat_id=0&typ_id=3&art_id=33> (use umain and password pollen8). There is nothing you need to send to us NOW. We will ask for the info about who uses which logins when we have something we can do with it. [↑](#footnote-ref-1)