



Executive Board Meeting Agenda

Monday, March 24, 2014

10:00am - 12:00pm | Maine State Library Studio

Call to order

Review and acceptance of the minutes of the February 28, 2014 meeting

Old Business

- Syndetics
- Spring Users' Council meeting
- Executive Board election
- THO cataloging issues
- Update on review of Minerva policies
- Committee responsibilities & RFA template

New Business

- MSO items - status in the catalog and requesting

Reports

- Maine InfoNet (James Jackson Sanborn)
- Maine InfoNet Representative (Judy Frost)
- Minerva Technical (Alisia Revitt)
- Finance (Gail Roy, Treasurer)

Committee Reports

- Membership Committee (Pam Turner)
- Circulation Standards (Cyndi Burne)
 - Blu-ray/DVD and Series Circulation Recommendation
- Cataloging Standards (Katherine Morgan)

Other

Adjournment

Next meeting: May 14, 2014

Executive Board Representatives, 2013-2014

Public Libraries:	Kevin Davis (Vice Chair), South Portland Public Library, South Portland Nikki Maounis, Camden Public Library, Camden Steve Norman, Belfast Public Library, Belfast Karen Valley, Walker Memorial Library, Westbrook
Academic Libraries:	Shelly Davis (Chair), Wellehan Library, St. Joseph's College, Standish Gail Roy (Treasurer), Northern Maine Community College, Presque Isle Amber Tatnall, York County Community College, Wells
Special Libraries:	Cindy White (Secretary), Eastern Maine Medical Center, Bangor
School Libraries:	Nancy Crowell, Scarborough Public Library, Scarborough
Ex-officio:	Judy Frost (Maine InfoNet Board Representative), Central Maine Community College, Auburn James Jackson Sanborn, Maine InfoNet Executive Director

MINERVA Executive Board Meeting
Maine State Library Studio

February 28, 2014

In attendance: Nancy Crowell, Kevin Davis, Shelly Davis, Judy Frost, Nikki Maounis, Steve Norman, Alisia Revitt, James Jackson Sanborn, Amber Tatnall (telephone), Pam Turner, Karen Valley, Cindy White

o Call to Order – Shelly Davis, chair, called the meeting to order at 10:05 am. This was an additional meeting of the board called for the primary purpose of discussing the new contract with Innovative Interfaces, Inc. and Minerva's participation.

o Acceptance of Minutes of the January 8, 2014 Meeting – Steve Norman moved to approve the minutes, Nikki Maounis seconded, and the minutes were accepted.

o Old Business

- New contract with III; implications of the proposal to divide into two separate catalog systems – James Jackson Sanborn provided some background. In December, the Minerva Executive Committee by email approved participation in the new III agreement which will involve upgrading to a new server (Sierra), unlimited SIP2 licenses, upgrades to AirPac, unlimited access to Item Status API and other added services and functions. Agreement needed to be reached by the end of the calendar year in order to lock in pricing with III. (The vote was then reaffirmed in person at the Jan. 8 Board Meeting.) The agreement specified dividing Minerva into 2 servers, one for public and school libraries and the other for academic and special libraries. James noted recent concerns regarding this split and asked the board to consider 2 questions: 1) do we want to do this? and 2) if we don't, what happens to the current agreement pricing?. He explained that splitting into 2 servers would enable Minerva to add lots more libraries; currently, we are limited on loan rules, ptypes, etc. III recommends a maximum of 60-75 libraries in Millennium. They have not yet recommended maximums for Sierra. James thinks there are potentially 3 academics and around 13 publics to add to Minerva so we could still have enough space with judicious use. In terms of the agreement pricing, we were going to pay \$49,400 for the split so III will ask to keep this payment and leave it on the books as a credit for anything other than annual costs. In answer to a question, James indicated that it would not be difficult to spend this money. In response to another question, he stated that we could postpone the split until sometime in the future but that would be difficult and very expensive. He now is leery of proceeding with the split given the recent feedback he has received via email and at committee meetings.

Nikki Maounis made a motion that Minerva agree to migrate to Sierra but amend the agreement to a single server with the \$49,400 fee put aside at III as a credit for Minerva. Amber Tatnall seconded and a discussion followed. Steve Norman asked James for his comments. James said he feels good about the system and supports the motion. Nikki Maounis said she reluctantly supports the motion as she is concerned about Minerva's ability to grow. James agrees although he feels we are making the right decision. Nancy Crowell said her library's IT person was very supportive of the split. Shelly Davis indicated her concern with not splitting into 2 servers. Amber stated that she feels strongly about the benefit of maintaining Minerva. Judy Frost passionately defended the benefit of keeping Minerva on a single server. Cindy White noted that technology is constantly changing and the III structure could change as well which might make a difference sooner than we think. Steve Norman expressed his congratulations to James for

making this happen as there were lots of stakeholders and it was a very complicated negotiation. Karen Valley said that we need to focus on making the system better no matter if it resides on 1 server or 2.

The board took a vote on Nikki's motion. All were in favor except for Shelly Davis and the motion passed.

- Thomas College cataloging issues – Shelly had emailed an update of the situation at Thomas College regarding non-compliant bibliographic records. A new set of records has been sent to them and they have been notified that they have until March 7 to fix them. The Cataloging Standards Committee will review them and provide feedback.

The regularly scheduled board meeting is on March 12, 2014 which coincides with the PLA conference. Shelly will investigate alternative dates and get back to us.

o Adjournment – The meeting adjourned at 11:55 am.

Respectfully submitted,
Cindy White

Circulation Standards Committee

Attached is a draft of our policy recommendations for DVD/Blu-ray combo packs and DVD series circulation including background and discussion summaries. Both policies have three options for your consideration.

Under the DVD/ Blu-ray policy it was suggested at our last circulation standards meeting that there were few libraries that buy the combo pack and that maybe it should be left to the current practice.

The third option for the series circulation offers a 1 week loan for all DVDs in case that is preferred to the 3 week. The intention of options 2 and 3 is to create one loan rule for all video media. All three choices eliminate the breakup of series sets to prevent the need for volume fields.

The cataloging committee recommendation: The cataloging committee has decided that for the Blu-Ray/DVD combo that option 2 (do not split up the combo packs) is the best for catalogers. When purchasing the DVD/Blu Ray combo it is one unit and needs to be described and cataloged as one unit. For circulating DVDs either option 2 or 3 would be the best as all DVDs would have the same loan rule and catalogers would not have to change the itype depending on the total of minutes per DVD/Blu Ray sets. It would be up to the circulation committee to decide loan rule.

I will attend the Minerva Executive Board meeting on Monday, March 24 to answer any question you may have and to explain the thought process that led to this document.

Thank you

Cyndi Burne
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Circulation Standards Committee Blu-ray/DVD and Series Circulation Recommendation-

After three circulation roundtables held at the Topsham Public Library, Maine State Library, and Orono Public Library it appears to be universally accepted that volume field use within the Minerva system when applied to audio/visual materials often leads to frustration at the user/patron level. The catalog standards committee asked the circulation standards committee to look into this problem and draft a solution. We recommend adoption of one choice for each policy. These policies are not intended to be retroactive. We do encourage that “grandfathered” items be adapted to the new policies as staff time allows.

Blu-ray/DVD combo pack circulation

Background: Currently there is no policy regarding the circulation of Blu-ray/DVD combo packs. Some Minerva libraries break up the set and circulate them separately. Other libraries circulate the set intact. The catalog practice states that all combo packs share the same bib and that volume fields be used to identify DVD from Blu-ray if the pack is divided.

Policy 1: The establishment of three separate bibs: one for the intact combo pack, one for all Blu-rays, and another for all DVDs.

Or

Policy 2: Do not split DVD/Blu-ray combo packs-circulate item as purchased.

Or

Policy 3: Continuation of current practice.

Discussion of the confusion of patrons who see Blu-ray on the case and assume they cannot play-which is why they split them. Cost savings of two for the price of one was also mentioned. A question of the fairness of the libraries that split their combo packs getting double the circulation numbers of the libraries that do not was also mentioned. Because they need separate machines to play they should be placed on separate bib records. Patrons do not want and will not use both disks. The use of on-order bibs for budgeting and to appease *eager beaver* patron leads to bib level holds that need to be discovered and swapped to item level as soon as a volume field is introduced. Three bibs means patron can't get wrong format. Fewer choices equal fewer mistakes in requesting.

DVD Series Circulation

Background: There is currently no policy in Minerva that addresses the circulation of DVD series. Libraries currently decide at a local level whether to break up the disks in a set to circulate individually or to circulate the intact set as one unit. Regardless of which circulation choice is made the original item is on one bib record that contains volume fields that distinguish individual disk numbers or complete set.

Policy 1: DVD or Blu-ray sets (set is defined as an item that is purchased as one unit and can be replaced only as a unit), should not be split up but circulated as a whole. The Intra-Minerva loans for DVD or Blu-ray sets of over 360 minutes will have an initial loan rule of 3 weeks. Renewal will follow the same Intra-Minerva loan rule as books (additional 2 weeks if no holds exist)

Or

Policy 2: DVD or Blu-ray sets (set is defined as an item that is purchased as one unit and can be replaced only as a unit), should not be split up but circulated as a whole. The Intra-Minerva loans for all DVD or Blu-ray (***including single disc DVDs, feature films, etc. regardless of length***) will have an initial loan rule of 3 weeks. Renewal will follow the same Intra-Minerva load rule as books (additional 2 weeks if no holds exist)

Or

Policy 3: DVD or Blu-ray sets (set is defined as an item that is purchased as one unit and can be replaced only as a unit), should not be split up but circulated as a whole. The Intra-Minerva loans for all DVD or Blu-ray (***including single disc DVDs, feature films, etc. regardless of length***) will have an initial loan rule of 1 week. Renewal will follow the current Intra-Minerva load rule of an additional week if no holds exist.

Discussion: Several libraries that circulate series as one unit have officially or unofficially extended their loan period on these materials—which creates confusion regarding messages on items, manual change of due date in system and wrong itypes to be used—ex. “thick”. Patrons are also identifying the library that extend their loan rules and are picking specific items—unbalancing the requesting model of Minerva. Patrons make choices about placing holds not knowing the weird inconsistency within the system. If a patron picks an item based on fewest holds, but it’s not their local library, they can be constantly bumped. Circulation staff need to double check holds in Millennium to identify “bad” holds placed by their patrons. Holds placed on “on order” bib records that are later split into volumes is a major problem that creates more work for the circulation staff.

TO: Minerva Executive Board
FROM: Minerva Cataloging Standards Committee
RE: March 2014 Report

Attendance for 2013

There are two libraries that have not met the requirement for three meetings in 2013: MGMC and Hobbs. MGMC did request a DVD to fulfill the requirement, but we have not had confirmation that the DVD was watched. It is the same with Hobbs a DVD was requested but no communication that the DVD was watched.

The committee suggests that MGMC and Hobbs loses the ability to bring in records from Z39.5 or create new records as per the Cataloging Attendance Policy. Once they have communicated that they watched the necessary one DVD (for 2013) then they can have the ability to import from Z39.5 and create new records.

Answering RDA questions, concerns, issues

Ellen Conway and Alisia Revitt suggested a subgroup to handle RDA questions, research RDA issues, and recommend changes specifically for the Minerva RDA standards and implementation. The subgroup members are Valerie Frechette from CMCC, Carin Dunay from SMCC, Debroah Tomaras from South Portland, and Katherine Morgan from Norway Memorial Library. The e-mail is minervarda@maineinfonet.org

Thomas College bibliographic records

The three cataloger committee members that are checking corrected records are Ann Russell from Gardiner Library, Carin Dunay from SMCC, and Ellen Conway from Falmouth Library and Maine InfoNet Cataloging Consultant.