

September 7, 1990

To: CIG Members
From: Ellen R. Cordes (Yale) and Darren Meahl (Michigan State)
RE: Minutes of the ALA meeting in Chicago on June 26, 1990

Summary:

1. Presentation by Ben Schapiro
2. Enhancement ballot
3. Update on Reserves document
4. Update on Bill/Fine document
5. Election of new Co-Chairs at NUGM
6. By-laws for Circulation Interest Group
7. New meeting time for CIG
8. Mailing list: additions, corrections, e-mail

The meeting began with an informal presentation by Ben Schapiro (Users' Services Librarian, NOTIS Systems) in which he outlined a number of the new features that are planned for the 5.0 Release. The biggest change for circulation users will be the availability of circulation policy tables online. Authorized Circulation staff will be able to change policy tables online without the assistance of Systems Office staff. Ben also announced that the new Release would include both a bill and fine and a patron purge programs. The patron purge would allow sites to choose the option to purge wither entire records or subrecords only. The bill and fine purge allows sites to run the program in test before actually running it in production; this feature allows the site to carefully examine what records will be purged when the program is run against the production file. Other features in the new release include; the ability to designate last copy charged; ability to handle due times after midnight and due time at closing; hold interval will be defined at the location/patron group/patron category level rather than the Service Unit level; and, recall due dates will look at the calendar table.

Darren Meahl described the process for developing the enhancement ballot which the CIG co-chairs and Steering Committee recommended. Rather than submit ten items as recommended by NOTIS, the CIG will submit the top five, two of which -- reserves and bill/fine -- included numerous parts. The rationale for not breaking bill and fine or reserves into smaller components was that the entire project needed to be accomplished before the item could be considered a complete "enhancement". Jane Burke agreed that this approach was the most logical from the users perspective and most constructive from the vendor's perspective. Darren agreed to develop the enhancement ballot which would include a brief description of each enhancement as developed by the CIG subgroups and sent out a mailing on this topic in mid-July.

Stephen Davis (Columbia) who is chairing the Reserves subgroup reported on the progress made toward developing the specifications for enhancements to that function. Copies of the document are available from him.

Richard Bennett (U. of Florida) reported on the progress made by the Bill and Fine subgroup in developing the specifications for enhancements to the bill and fine

function. Rich mentioned that while many users requested copies, actual feedback was sparse.

The next topic on the agenda centered on the issues surrounding the role of the Interest Groups and the election of officials. The Circulation Interest Group was started informally as a discussion group with officers who volunteered. During the past year, the responsibilities of the Interest Groups have become more formal in relation to NOTIS Systems, Inc. and more substantial. The responsibilities of the CIGs include:

- planning the Circulation track of NUGM,
- creating the Circulation module enhancement ballot,
- recruiting members to assist in the development of enhancement specifications,
- maintaining a mailing list of CIG members, and
- running meetings at ALA Midwinter, ALA Annual meeting, and at NUGM; sending out minutes.

As the Interest Group evolves, the responsibilities of the CIG may expand to respond to new users' needs. At the meeting of the CIG chairs conducted by NOTIS on June 20, NOTIS representatives distributed copies of suggested by-laws for the CIGs. Copies of the By-laws were made available to members at the meeting on Tuesday.

In the meeting of the CIG Steering Committee (Bennett, Cordes, Davis, Meahl) in June, we agreed that an election of new co-chairs and Steering Committee members should take place at this year's annual NOTIS Users' Group Meeting in October. A subcommittee is in the process of drafting By-laws for the CIG. Several issues were raised at the meeting and will need to be addressed in the By-laws including:

1. What offices should be created? Chair and Chair-elect, Co-Chairs? Which ever structure is chosen, having a staggered two year term seemed highly desirable as it provides continuity on such projects as developing the enhancement ballot and planning NUGM. It should be noted that officers must attend all three meetings -- NUGM and both ALAs.
2. Where is the annual meeting of the CIG -- ALA annual or NUGM? Which meeting would most interested parties be able to attend? Or, given that many people can't attend both ALA and NUGM, should elections be held only by mail?
3. What constitutes the voting membership? Those attending the meeting? One vote per site? One vote per installation? If the voting is restricted, who should have the responsibility for voting, the LIB1, the Circulation Interest Group representative?

As the subcommittee that is addressing these issues conducts its work, it would appreciate your comments. Please forward all thoughts to Darren Meahl at the address below.

!!! CALL FOR VOLUNTEERS TO SERVE AS CIG CHAIR !!!

Although the By-laws are still being developed, we will need to elect new officers for the coming year. We agreed at the June meeting to hold an election at NUGM for new officers who would serve during the transition to the new structure. If you are interested in serving as Co-Chair for the coming year, please forward your name to Darren Meahl by SEPTEMBER 28 who will develop a ballot for the election at the NUGM meeting.

The schedule for the meeting time for the Circulation Interest Group was also discussed. Members agreed that Tuesday afternoon was too difficult and agreed that Friday afternoon would be a better time. NOTIS agreed to change our meeting time, but the time must fit a normal ALA slot. The choices are: 2:00-4:00; 2:00-5:30; 4:30-5:30; or 8:00pm-10:00pm. We chose 2:00-5:30, BUT will have an actual starting time of 3:00pm.

Finally, in the interest of promoting better communication among members and cutting down mailing costs, we are attempting to develop an e-mail address list of CIG members. If you wish to be on the list, please send the information to Darren Meahl. Any corrections or changes to the mailing list should be forwarded to the same address.

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For your convenience, a separate ballot concerning all issues mentioned above is enclosed. Please fill out and return to Darren Meahl by September 28.