Attendance:

x	Deb Distante		LeAnn Garrett	x	Paul Kittle	x	Pauline Swartz	x	Chisa Uyeki	x	Emily Woolery

Guests: Meghan Chen, Meghan Gaynor

Item	Discussion & Outcome
Approval of 1/29 Meeting Minutes	Minutes were approved via email. Action: Emily will forward minutes of the 1/29 meeting to library faculty and division management.

Transition to OCLC – WorldShare Management Services (WMS) and WorldCat Local (WCL)	Faculty discussed plans to transition to OCLC WMS and WCL. Decisions were made, but several questions remain.
	
	OCLC Timeline and Task Analysis
	1. **DECISION NEEDED:** A decision on the circ migration is required.
	2. **DECISION NEEDED:** Are visits to other libraries necessary, such as Cal Lutheran?
	3. Scope statement mentions mid-June 2013 (test mode) and mid-July 2013 (go live)
	    a. Intersession runs June 24 – August 4
	    b. Fall 2013 begins August 26, 2013
	
	SirsiDynix contract
	1. Meghan Chen must request extension in instruction office by March 8. Faculty have interest in an extension.
	2. **ACTION: Meghan C.** will request of Sirsi a pro-rated extension for access through August 1 or August 30
	
	Data migration
	1. Who will lead? **ACTION: Meghan Gaynor and LeAnn Garrett** will lead the data migration projects in circulation, reserves, cataloging, and serials.
	2. Circulation data
	    a. What circ data can be migrated? Is it all or nothing? **ACTION: Meghan G.** will investigate.
	    b. What is the cost?
	3. Reserves data
	    a. Do we want to migrate our brief reserves records and create temporary records? NO
	    b. Do we want to find OCLC records and migrate those full records? YES
	        i. Analyze and assign roles
	        ii. Weed reserves collection
	        iii. Find OCLC records
	        iv. Migrate reserves records
	    c. We will use temporary records for artifacts / equipment (calculators, flash drives)
	        i. Do we want to implement student self checkout of study rooms? YES
	        ii. Get parameters from PCC, SBCC – PCC uses LibCal.
	
	Data migration – *continued*
	4. Cataloging backlog
	    a. **DECISION NEEDED:** Will we halt cataloging for a period?
	    b. CatReview records are currently suppressed – in OCLC, it will be listed as "in process"
	    c. Local enhancements will <u>not</u> occur

    i. Example – removing "juvenile" from subject heading
  d. Local notes will occur
    i. Local notes will migrate – not yet sure where they will go
    ii. Concerns – leveled readers, other item categories
5. Serials cataloging
  a. Analysis is required – **ACTION: Meghan G.** will lead this analysis.

Knowledge Base (KB) Implementation

1. Who will lead? **ACTION: Chisa and Paul** will lead implementation of the Knowledge Base.
2. What goes in?
  a. Electronic resources will be managed in the Knowledge Base. (Electronic resources will not be cataloged.)
  b. Electronic resources include e-books and streaming videos.
3. **DECISION NEEDED:** The following questions impact instruction:
  a. When will we launch KB?
  b. What will we search by KB?
  c. Will we use PubGet?

WorldCat Local (WCL) Configuration

1. Who will lead? **ACTION: Meghan G. and LeAnn** will lead configuration of WorldCat Local.
2. Faculty will give input toward configuration.
3. Is the A-Z list part of KB or WCL?

Acquisitions

1. Dewey number is required to create record.
  a. Cataloging (Mary, Hong) records must be entered first.
  b. Similar system of ordering is already in place for videos.
  c. Liaisons should still submit orders to Barbara.
2. Are acquisitions modules ready for our use?
  a. We will use acquisitions module as close to status quo.
  b. Customization related to liaison work can come later.
3. **DECISION NEEDED:** Will we halt acquisitions for a period?

Curriculum

1. **DECISION NEEDED:** Who will lead?
2. Preparation of library materials

Training

1. **DECISION NEEDED:** Who will lead training?
2. Training is needed for two user groups:
  a. Library faculty and staff
  b. Campus faculty

Assessment

1. **DECISION NEEDED:** Who will lead assessment projects?
2. Assessment is possible for three user groups:
  a. Library faculty and staff
  b. Campus faculty
  c. Students

Website

1. **DECISION NEEDED:** Who will lead website revision?
2. Revision may be needed to connect with OCLC interface.

	3. Continued maintenance of database lists is expected.
	<u>Announcement to Faculty</u> 1. Who will lead? <mark>ACTION: Meghan C. and Emily</mark> will lead announcements to faculty. 2. It is preferred that public desk faculty and staff issue a consistent positive message. 3. A "soft launch" will be conducted in terms of the student group.