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I-Share Acquisitions and Serials Team Minutes for July 20, 2007

Consortium of Academic and Research Libraries in Illinois

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I-Share Acquisitions/Serials Team Minutes

July 20, 2007

Present: Christophe Anderson (Columbia), Cindy Fuller (Millikin), Sharon Nelson (NIU), Tammy Schnell (Lincoln Land), Ted Schwitzner (ISU), Todd Spires (Bradley), Michelle Toohey (SIUE), Rachel Wightman (North Park), Carlos Melian (NEIU), Anne Hudson (CARLI), Jessica Gibson (CARLI)

1. Welcome & Introductions

Since this was the first meeting for newly appointed members, each person introduced him or herself.

2. Review Acq/Ser Team Charge

In preparation of selecting a new chair person for the Team, the group reviewed the charge. All agreed that the charge was clear and indicative of the direction the Team needed to continue to take.

3. Election of Chair

Ted Schwitzner was elected the new chair of the Team.

4. Minute Taker Scheduling

Tammy Schnell agreed to take minutes for this meeting. For future meetings, the minute taker will rotate alphabetically through all members except for the chair.

Aug. – Christophe Anderson

Sept. – Cindy Fuller

Oct. – JoAnn Hounshell

Nov. – Sharon Nelson

Dec. – Tammy Schnell

Jan. – Todd Spires

Feb. – Michelle Toohey

Mar. – Rachel Wightman

Apr. – Christophe Anderson

May – Cindy Fuller

June – JoAnn Hounshell

The group also determined each newly appointed or re-appointed person's term.

Christophe Anderson – end in 2010

Cindy Fuller – end in 2008

Sharon Nelson – end in 2010

Michelle Toohey – end in 2009

Rachel Wightman – end in 2010

5. Meeting Schedule

The Team will meet on the third Friday of each month. During the months when the Team hosts a quarterly open conference call, the day of the week will change within the third week of those months.

Aug. 17, 2007 (Fri.)

Sept. 19, 2007 (Wed.) open conference call

Oct. 19, 2007 (Fri.)

Nov. 16, 2007 (Fri.)

Dec. ?? open conference call

Jan. 18, 2008 (Fri.)

Feb. 15, 2008 (Fri.)

Mar. ?? open conference call

Apr. 18, 2008 (Fri.)

May 16, 2008 (Fri.)

June ?? open conference call

6. Approve June Minutes

[Todd Spires' minutes were approved with changes.](#)

7. Recap of Last Year

The group discussed Team accomplishments from last year including changing the open conference call schedule and focus, planning a forum regarding moving from print to electronic resources, updating acq/ser documentation on the CARLI website, and submitting a request for an ERMS through the Product and Services Vetting Committee.

8. IUG Report

Carlos Melian reported that IUG meets next week and that the IUG member roster has not been completely filled yet.

9. CARLI Report

Jessica Gibson reported in Jen Masciadrelli's absence. She reported that the Universal Catalog rebuild is going well. Anne Hudson reported that 26 fiscal year rollovers had been performed and more are still being scheduled.

10. Review June's Open Conference Call

Tammy Schnell reported that 8 institutions participated outside of the Team members. The topic was "Everything year-end (except rollover)" and led to a good discussion about report ideas that would help toward the end of a fiscal year and about how to get bibliographers to spend money in a timely manner. It was recommended that the Team post a synopsis of the open call including ideas, problems and solutions that were discussed.

Carlos Melian proposed the problem of knowing which continuations are expected to be received and paid for toward the end of a fiscal year based on prior years' receipts and invoices. Anne Hudson will work on a report that can help with this problem, and Ted Schwitzner will provide his report solution to the Acq/Ser Team as a starting point.

Tammy Schnell also proposed the problem of sorting out which continuations 'should' rollover, but do not appear on the open orders report. Anne Hudson, based on a submitted WRO, provided Tammy with a report that helped with this problem. Anne will resurrect the specs for this report, and Tammy will describe how she used the report at the next meeting.

11. Open Conference Calls – General Discussion

The Team agreed that the open conference calls should continue to occur on a quarterly schedule. The Team also discussed ways of presenting the information to people who do not participate in the calls. Ideas include: recording and posting as a podcast, providing transcripts, or providing synopsis notes.

The next open conference call will be Sept. 19 from 2:00 to 3:00 following the regular Team meeting. The topic will be Reports for Acquisitions. This topic idea led to a larger theme for the year addressing acquisitions data quality through reports.

"Clean Up Your Acq"

"Get Your Acq Together"

12. ERMS Webinars

Members voiced concern regarding the proposed dates of the informational webinars (week of Aug. 6), and the short notice this will cause for libraries. Jessica Gibson will find out from Kris Hammerstrand if any webinars have indeed been scheduled for that week.

The Team will put together a reading list about ERMS to send to the CARLI membership prior to the webinars.

Readings should be sent to the Team's list by July 24.

Questions that arose:

- Can WebJunction through the Illinois State Library be used as the platform for the webinars?
- Does the Acq/Ser Team want to have a designated person at each webinar to take notes and record questions?
- How does the Team want to gather feedback from the CARLI members?

13. Future Tasks

- Acquisitions data clean-up reports
- Cancellations best practices document

Bring notes to next meeting

- Information regarding each specific WRO (what info is needed to submit the WRO?)
Anne Hudson suggested posting copies of the WRO forms on the CARLI website
- Upgrade issues as they arise (no earlier than Dec. 07/Jan. 08)
- Document fields in a purchase order and line items
What implications/effects does each have?
Which are informational only?
Rollover implications?
- Minimal requirements to implement serials check-in
Cindy will bring what she has already prepared
- Complex publication patterns
Request permission to post screen shots from library databases
- "Special topics" acquisitions training (i.e.: serials focus, cancellations, complex publication patterns, acquisitions/cataloging implications on each other)
Series of web training events?
Forum type events?
Formal training?
- Survey I-Share membership regarding who uses acq and how they use it (serials only vs. full acq) to gauge future training opportunities

14. Forum Planning

The Team decided to target Nov. 29 or 30 for an Acq/Ser forum located in the middle of the state.

Next meeting:

August 17, 2007

11:00-2:00

CARLI office

Conference call number: 217-265-5200

Respectfully submitted,

Tammy Schnell