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I-Share Acquisitions and Serials Team Minutes for August 7, 2009

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I- Share Acquisitions & Serials Team Minutes

August 7, 2009

Members Present: Christophe Andersen (COL - Co-Chair), Randy Kuehn (IWU - Co-Chair), Sara Blaszcak (UIC), Barbara Brandt (ISU), Kati Donaghy (ERK), Lynette Fields (SIE), Anne Hudson (CARLI), Azungwe Kwembe (CSU), Missy Laytham (NPU), Jennifer Masciadrelli (CARLI), Sharon Nelson (NIU), Karen Whisler (EIU - IUG Liaison)

The meeting commenced at 10:00 a.m.

1. Introductions were made by all members.
2. It was decided that the minute taking rotation would be alphabetical by last name.
 - August – Christophe Andersen
 - September – Sara Blaszcak
 - October – Barbara Brandt
 - November – Kati Donaghy
 - December – Lynette Fields
 - January – Randy Kuehn
 - February – Azungwe Kwembe
 - March – Missy Laytham
 - April – Sharon Nelson
 - May – Christophe Andersen
 - June – Sara Blaszcak
3. Jen briefly reviewed the organizational structure of CARLI committees and teams. She also went over the guidelines for forum planning.
4. CARLI report
 - CARLI is still dealing with post-upgrade performance issues.
 - Vu-Find appears to be working well and is a good workaround while they work on fixing the WebVoyage issues.
 - Performance issues are also affecting staff clients.
 - Jen pointed out tools for our team (Internal wiki, CARLI wiki, email list, system status page, and seracq interest group listserv).
5. IUG report
 - Communication is the watchword for 2009-2010.
 - All team members should sign up for the CARLI newsletter to receive updates.
 - All team members should bookmark the system status page on CARLI's website.
 - Teams will be invited to call in on an IUG meeting on a rotating schedule with our team possibly calling in during September.
 - The Resource Sharing Code Task Force will be reconvened soon to continue discussions regarding standardizing services. A report is expected this fall.
 - The OPAC team is coming up with guidelines for WebVoyage customizations.
 - The Usability Testing Volunteer Group will be testing new features of WebVoyage.
 - A Cataloging and E-Resources task force has been convened to look best practices identified from a report from a few years ago. Former I-ACQ member Tammy Schnell is on this task force.
6. Old Business

- Minutes from the June 22 meeting were approved and will be posted on the team website.

7. New Business

- Terms
 - Kati Donaghy (2009-2011)
 - Sara Blaszcak (2009-2010)
 - Lynette Fields (2009-2012)
 - Barbara Brandt (2009-2012)
 - Missy Laytham (2009-2012)
- Dates were not picked for open conference calls/webinars for this year. It was decided that they should be scheduled “as needed” and should be planned at least a month ahead of time. Some possible topics that were discussed include:
 - Help for new people in acquisitions and serials.
 - ERMS (How to integrate with the ILS? How do you use your ERMS without duplicating your ILS?)
 - How’s Voyager 7.0 working for you?
 - Help with cleanup projects using new Voyager functionalities.
- Spring 2010 forum planning
 - This year’s forum should be in a northern location, possibly Chicago (UIC or CSU) or Kankakee (KCC).
 - Late March looks like the best time (March 22-26).
 - A minimum of 4 months is needed for planning so date and location should be selected by the November meeting.
 - Anne will send a list of past forum topics to help with ideas.
 - Jen will send out past evaluation summaries for possible topics.
- Wiki - There was a long discussion about possible further uses of the Acquisitions section of the I-Share Wiki. Some ideas that came from this discussion include:
 - Breaking out the Acq wiki from the rest of the I-Share wiki.
 - Including links and annotations to manuals from the documentation page of the CARLI website.
 - Including links to Voyager Acquisitions client training materials.
 - Posting webinar archives and recordings when we start doing webinars.
 - Posting tutorials.
 - Next steps include:
 1. Reorganization of the wiki into general categories of content.
 2. Having separate pages for I-Share wikis.
 3. Using the private wiki for team communication.
 4. Using the private wiki as an ongoing idea repository.
 5. Jen will send URL’s for the documentation page and the wikis on CARLI’s website.
- Brainstorm other projects for 2009-2010:
 - What mini-tutorials can we make? We can possibly use the Acq upgrade checklist as a guide for mini-tutorial ideas.
 - Use wimba for an EDI training session. Tammy Schnell has agreed to help with this project.
 - Have a mini forum on using the ERMs, specifically on integrating reports and usage statistics to the ERMS.

8. Meeting dates for the rest of the year are tentatively scheduled for the 3rd Wednesday of each month.

December, January, and February will be conference call only. We will consider using Wimba as an option when calling in to meetings.

9. Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Christophe Andersen