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# I-Share Acquisitions and Serials Team Minutes for September 22, 2010

Consortium of Academic and Research Libraries in Illinois

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## I-Share Acquisitions and Serials Team Minutes

September 22, 2010

CARLI Office, Champaign

**Members Present:** Christophe Andersen (COL), John Ballestro (SIUC), Kati Donaghy (ERK, Co-Chair), Lynn Fields (SIUE), Rebekkah Hall (TIU), Melissa Laytham (NPU, Co-Chair), Sharon Nelson (NIU), Karen Whisler (EIU, IUG Liaison)

**Staff Present:** Jen Masciadrelli (CARLI)

**Members Absent:** Barbara Brandt (ISU)

1. Minute taker was confirmed as Christophe.
2. Minutes from the 8/17/2010 meeting were approved.
3. CARLI Report – Jen
  - Fewer connectivity and slowdown problems with Voyager were reported at the beginning of this semester than in previous semesters.
  - ICAT hosted a fall webinar on 9/21/2010 in lieu of a fall forum.
  - Voyager training is being planned for late fall and spring.
4. IUG Report – Karen
  - IUG hadn't met since our last meeting. The next meeting is planned for 10/15/2010.
  - IUG is planning to glean resource sharing tips from the future of the ILS documents.

### **Old Business:**

5. Wiki project:
  - Rebekkah and John have access to the wiki.
  - All members have agreed to sign up for remaining annotations.
  - All have agreed to write 3 annotations and see where that leaves us before the next meeting.
6. Wink tutorials:
  - A script has been started for Jen and Sharon's extended fund allocation tutorial.
  - Missy and Christophe made a script on Boolean searching in the Acquisitions module. There is no timetable for making the tutorial but they expect to finish by the October meeting.
  - We are holding off on planning more tutorials until these two are completed.
7. Fiscal Period Close documentation:
  - We talked about where Sharon's document should reside on the website. Katie suggested, and the team agreed, it should accompany what is already on the CARLI page.
  - Sharon wants the document to explicitly say this is just one way to do FPC.
  - Jen will format the document for the wiki, send to the team for final review, and post it on the CARLI site.
8. October webinar: Complex publication patterns.
  - Alexis Rogers (LLCC) is willing to do an AM and PM session. The sessions are scheduled for 10/18 at 2:00 and 10/19 at 10:00.
  - The registration page is ready to be announced. It will ask if attendees will use VoIP or phone so we get the right number of phone lines reserved.

- Alexis is working with Jen to learn to use the Adobe Acrobat Connect Pro software for the webinar.
- Jen encouraged the team to sign up and attend the webinars to help with questions.

**New Business:**

9. VoIP testing:
  - We will have one or two test dates depending on the team's availability. The test needs to be at a set time to avoid conflicts with other groups.
  - Jen will set up a Doodle survey to figure out times.
10. Brainstorm for other projects for the year:
  - How do schools divvy up book budgets? Maybe have 3 or 4 people in a panel to show their procedures and then lead a discussion. Kati suggested her director as a panelist.
  - Cost analysis process for acquisitions purchasing.
  - Sharon suggested a "best practices" forum. "Best practices for x, y, and z".
    - Fund structure
    - Picking vendors
    - E-resources
  - Joint IACQ/ICAT project on using the other client with tips and best practices. This could be a webinar showing live work in the clients. Jen will talk to ICAT about this project. Lynn and Kati both catalog and could work on that side.
  - EDI/EOD follow-up webinar. Best practices and management of EDI once it is set up and managing errors could be topics of discussion.
  - Library open houses for networking. The host library would plan a presentation about their services. Eureka hosted one of these and Kati says it was a huge success.
  - Jen will get a list of recent "on call" questions for ideas of topics for library open houses.
11. Meeting adjourned.

Respectfully submitted,

Christophe Andersen