Members Present: Rich Bennett, Gary Cornwell, Lori Driscoll, Carol Drum, Jan Swanbeck, and Carol Turner
Guest: Betsy Simpson and Doug Smith

1. Hold or distribute materials cataloged between closing Notis and opening Aleph – Betsy Simpson and Doug Smith

   • Betsy Simpson explained Resource Services plans to continue cataloging during the NOTIS freeze. Currently the understanding is that Resource Services would have read-only access to bibs, holding, and items. Cataloging will be done through OCLC CATME. As a result, up-to-date cataloging data would not exist in NOTIS, but would be stored in files to be loaded into Aleph after STP.
   • New books – question of whether to keep in a holding location or send to relevant departments. Books will have bar codes and if sent to relevant departments would be shelved. An unlinked item record could be created if a patron wanted to check out this material. Rich suspects FCLA could provide a clean up report for unlinked items records such as new books.
   • Rush book procedures were discussed.

2. Non-migration of holds & recalls placed in NOTIS – how to handle?

   • A cut off date for holds and recalls will need to be determined and patrons will need to be notified. Rich does not think that it is possible to remove the form from Web Luis. However, it may be possible that an auto response could be generated to those individuals completing the form. The auto reply would have to be generated for Microsoft Outlook. The reply should notify patron that holds are not be possible March 31st – May 3rd. The same message should be displayed on the Library homepage as well as messages sent to current reserves users.
   • Legal Information Staff members have been invited to circulation meetings but have missed several of the last meetings as they continue to have staff changes.
   • Pam Williams will be invited to the next Circulation meeting.

3. Exporting bills and fines

   • Lori Driscoll discussed an email she received from Jennifer Kuntz outlining different billing options once ALEPH is in production but
People Soft is not. Lori has discussed this topic with other groups and those groups agree that the best option is not to bill until People Soft is in production. It may be possible to disable the accruals of fines and blocks. Concern about lost books was discussed. Lori pointed out that it would be possible to generate notices that overdue items will be billed at a stated future point in time. There was not a strong preference as to what should be done so Lori Driscoll will work with Jennifer Kuntz to determine what the best procedure might be.

- Rich noted that there was a time when ILL assessed fines in NOTIS when materials were overdue. Lori doesn’t’ think this is a current practice but she will double check.

4. **Circulation tables to be determined**
   - Beth and Pam will be invited to discuss customization of the circulation tables in the next Circ Policy Group meeting.
   - The journal circulation change resulted in circulation period for videos/DVDs being changed from three to seven days. This will only be in effect for two weeks until the next table changes can be made. Also due to the change to allow one renewal for periodicals the renewal of videos is now allowed and will be allowed until ALEPH STP.

5. **Functional testing – what testing is needed and who should participate?**
   - Test patrons must be identified for the different kinds of patrons we serve. A script for staff to reference when testing would be very useful. Lori Driscoll, Carol Drum, Ann Lindell, and Robena Cornwell would be good at creating scripts.
   - Carol Drum will see if Texas Tech used scripts.
   - Circulation testing needs to be done in all areas.
   - Functional testing can be done in the production server until the load for STP.
   - A message will be sent out to explain when and what to test. Staff will have to download the production client onto their individual machine.
   - The testing of discharging and routing may have to be done separately on specific workstations that have already been set up for that affiliation. Rich is afraid that some of the circ transactions may not work unless Jennifer Kuntz turns off the IP control. The Circulation Policy Group should be the group to oversee the circ testing and work with Rich Bennett and Jennifer Kuntz.
   - Gary Cornwell will begin sending a representative to the circ meetings.
6. Training – status, participation, documentation, etc.

- The various functional groups are making good progress towards developing training plans. Lori Driscoll has provided information for a circulation component.
- A Tech Services Light session is being developed and will contain a circulation component. This session should be mandatory for anyone that works a service desk.
- Cathy Mook is developing binding training for members of the A-Team group.
- Denise Bennett has begun to develop an advanced searching session that will probably not be offered until after STP. Rich believes the OPAC training sessions should be offered very close to STP. Perhaps the end of April
- Functional training will take place in April and May. Trudi DiTrollo is going to help put together sessions.
- A library wide ALEPH 101 review session will be offered in March. It will not be mandatory however supervisors could make it mandatory for their respective departments.

7. Reports – what reports do we need and want and what is the process for acquiring

- Basic things will have to be set up regarding notices, etc. Some planning has been done for Technical Services but plans for Public Services are behind.
- There are several reports that can be run dynamically.
- For the most part this will be a post STP activity.
- Rich will send the committee a list of reports that will be possible.

8. OPAC customization

- Rich sent a message out locally asking staff to review the OPAC. He will also send something out statewide. FCLA will address the comments that are received and has committed to making changes after STP. There have been a number of problems in displays of records that FLCA is currently working on.

9. MetaLib plans

- Some limited aspects may be brought up sooner than later but realistically should plan for a spring 2005 rollout. Strongly advised not to do significant work with the user interface during Version 2(current version), as it will not migrate to Version 3. Rich believes that Metalib will eventually replace the database locator at UF. LeiLani Freund will be taking more of a lead with Metalib.
10. Other

- The lights in MSL 215 are being installed today.
- Environmental safety was invited to assess the lighting in the staff area of Library East room 100. While there they noted that the lighting in Library East lobby is not satisfactory. Jeff Johnson from physical plant had some ideas about what might be done with the lighting over the reference desk.