

**AUTOMATED SERVICES COMMITTEE**  
**March 28, 2006**  
**MINUTES**

**PRESENT**

(Voting): Tim Burke (APLM), Nancy Pieri (BETH), Joe Makowiec (BRUN), Deb Canzano (COHS), Richard Naylor (COLN), Debbie Shoup (EGRN), Barbara Nichols Randall (GUIL), Jane Minotti (SNLK), Paul Hicok (TROY), Joe Thornton (UHLS)

9:07 AM Meeting called to order by Philip Ritter, Chair

**I. MINUTES**

Minutes of the February 28, 2006 meeting accepted as presented.

(NOTE: see the Automation Services Report which begins on page 3 for more information regarding other issues that were discussed at the meeting. The following deals only with those issues where the ASC took action.)

**II. PATRON DATABASE CLEANUP**

J. Thornton reported on the recommendation from the Resource Sharing Advisory Council to clean up the Patron Database.

**MOTION:** N. Pieri moved to purge any patron records for which there have been no activity within the last three years. The purges should take place on an ongoing basis (timing to be determined by J. Thornton) beginning April 1, 2006. If there are any outstanding fines attached to the record, however, the record will not be purged. R. Naylor seconded. Unanimous.

**III. TELECIRC OPTIONS**

J. Thornton reported that the Automation Department is putting together a matrix of telecirc options that will be presented to the Directors and to the ASC. Several libraries have requested that the telecirc message be shortened so that it doesn't take up so much room on patrons' answering machines.

**IV. MOST POPULAR ITEMS REPORT**

J. Thornton proposed developing a report that would run every night and be divided by collection code (preferably) or I-type. This report would show the most popular items checked out in an individual library within a selected time period. Discussion about the uses of such a report. It might also be possible to do something that could be used by patrons, maybe showing items system-wide. Lukewarm response to this from the ASC members.

The Reports Subcommittee will be holding meetings again and can consider this report and others. D. Canzano suggested a workshop specifically on the reports that are now available and how they can be used. It was also suggested that there should be descriptions for each report (maybe in a drop down box) with explanations on how they have been, and can be, used.

**V. CALENDAR**

J. Thornton demonstrated the *e-vanced* calendar function. He has asked *e-vance* for an estimate for developing and supporting 29 individual calendars. Committee members noted that they prefer that patrons look for information on their individual websites rather than have it collated on a single easy-to-use site. Some programs do not need the publicity since they are limited to the patrons from the individual library and are already full. Consensus that UHLS does not need to pursue this calendar.

10:00 AM - Meeting adjourned

**NEXT MEETING: Tuesday, April 25, 2006 at 9:00 AM at UHLS**

Heidi A. Fuge  
3/28/06

## Automation Services Report March 28, 2006

### Patron database cleanup

The Resource Sharing Advisory Council discussed the need to clean up the patron database and makes the following recommendation: that all patrons who have not used their cards in four years be purged from the database. This would be done for the first time on 1/23/07 - four years after our Dynix rollout date of 1/23/03.

### Email server software

At the last ASC meeting we discussed the fact that Automation Services has been researching possible replacements for *iMail*, our email server software. This project was inspired by two consecutive years of large, unanticipated maintenance fee increases for *iMail*, and the expectation that the increases would continue. We confronted *Ipswitch* (*iMail* vendor) with our concerns and they assured us that at least for this year the maintenance fee would be \$1995, which is well within our acceptable range. Although it would be gratifying to drop *iMail*, the inevitable pain of switching email software outweighs the potential gain, especially since the price came down. So our recommendation is that we stick with *iMail* for at least another year.

### Test HIP

On March 15 we copied the HIP from the production server to a test server and have been running it on the test server since. We did this so we could have Dell come in to replace the tape drive on the production server. It will be useful during future upgrades to have the ability to run the HIP on one server while we upgrade the other. There has been no noticeable performance degradation of the HIP while running on the test server.

### Telecirc options

When RCSC switched to Telecirc a few months ago, they asked us to configure it so that their patrons hear the shortest message possible and are given no prompts (e.g. to verify that the listener is the patron; to ask if they want to renew; etc.) . We were able to accommodate that request, and when word got out that Telecirc was configurable we had several more requests. We're now looking into all customizable settings and will ask the libraries to choose the options they want.

## Serials training

The Database Maintenance Advisory Council has invited Maggie Horn of The Office of Library & Information Services (OLIS) of the State University of New York (SUNY) to give a workshop on serials cataloging at UHLS on May 5. It will be an all day session designed for catalogers.

## "Large print" limit

We continue to struggle with what should be a simple task: to add a "Large print" limit to the Advanced Search screen in the HIP. The project was complicated when we moved the HIP to the test server. After we move the HIP back to the production server we'll give it another try.

## APL website

We assisted Michael Twentyman - APL's web site consultant - to setup the tools, permissions, databases, etc. needed to get the new APL web site (<http://www.albanypubliclibrary.org/>) up and running.

## Most popular items

At Geoff Kirkpatrick's request, we wrote a report that shows the most popular (at least the most frequently checked out) items for a specified library within a specified time. The report uses a lot of computer resources to run, so instead of making it available to be run interactively I'd like to run it for all libraries as a batch job at night. The end result would be multiple reports per library, grouped by Itype or possibly Collection Code, showing the most frequently checked out titles in those groups. It would look a lot like the New Items reports.

## Calendar

o We asked for a quote from *e-vanced solutions* for a system wide calendar. A good example is Hendricks County Libraries:

<http://bpl2k2.brownsburg.lib.in.us/hendricks/eventcalendar.asp>

We also spent some time installing and evaluating open source calendar programs such as *VTCalendar* from Virginia Tech:

<https://secure.hosting.vt.edu/www.calendar.vt.edu/main.php?view=day>