



Automated Services Committee

January 22, 2008

MINUTES

PRESENT

Voting: Tim Burke (APLM), Nancy Pieri (BETH), Joe Makowiec (BRUN), Richard Naylor (COLN), Debbie Shoup (EGRN), Barbara Nichols Randall (GUIL), Judy Felsten (RCSC), Joe Thornton (UHLS)

Non-Voting: Marcia Middleton (APLM)

9:05 AM Meeting called to order by Philip Ritter, Chair

I. Minutes

Minutes of the November 27, 2007, meeting accepted as presented.

(NOTE: See the Automation Services Report that begins on page 3 for more information. The following deals only with those issues where there was significant discussion and where the ASC took some kind of action.)

II. Spam

J. Thornton reported that he and Jonathan decided to turn on the tools that came with the Spam server and are trusting to email recipients to notify UHLS of any missed messages. ASC agree that this has greatly reduced the volume of spam.

III. AquaBrowser

J. Thornton reported that AquaBrowser installation is moving along well, although we do not yet have a start up date from the company. He asked for guidance on the areas in AquaBrowser where UHLS has to make some design choices. Consensus that it should tie-in with the new website design as far as color, etc. is concerned. J. Thornton will make the preliminary design decisions and will then send a link out to the ASC members for their review.

R. Naylor noted that he would prefer that section 2.6 should be selected for "emphasize." The group agreed with this.

IV. SurveyMonkey

UHLS has conducted two surveys in the last couple of months using this service. There is a charge for it: \$20 per month or \$200 per year. J. Thornton noted that if the individual libraries wanted to use this service, they can do so on a UHLS license. Discussion. Consensus to continue the subscription for one year. J. Thornton will send out an email reminding the libraries that this service is available to them.

V. Recommendation from Database Maintenance Advisory Council

The Council recommended that the ASC make it a System-wide policy that every bibliographic record in the database should have at least one subject heading. Discussion. B. Nichols Randall noted that many records without subject headings are probably poetry. J. Thornton reported that Rob Carle is keeping up with the new records to make sure that they all have subject headings and is contacting libraries who are forgetting this to remind them.

MOTION: B. Nichols Randall moved acceptance of the recommendation, stating that for every record coming in to the database, it is the responsibility of the staff person adding or creating that record to make sure that it has at least one subject heading. For existing records older than a 2000 publication date, we will do the best that we can through Marcive and if some old records can't be changed we will have to live with that. N. Pieri seconded. Unanimous.

VI. Recommendation from Resource Sharing Advisory Council

J. Thornton reported that the Advisory Council wants to make birthdate a required field in the patron record. This will help in identifying patrons with the same name. Discussion regarding the problems in asking patrons for a birthdate. M. Middleton noted that when they are asked for a drivers license for identification, the birthdate can be taken from that.

MOTION: J. Thornton moved to accept the Council's recommendation for every new patron record. B. Nichols Randall seconded. Unanimous.

VII. Other Business

J. Thornton reported that there is a new slowness problem with the automation system and his department is working with SirsiDynix to figure it out.

P. Ritter reported that the UHLAN contracts are coming in quickly. There are, currently, only five contracts still outstanding.

NEXT MEETING: Tuesday, February 26th at 9:00 AM.

Heidi A. Fuge
1/23/08

Automation Services Report January 22, 2008

Horizon & HIP upgrades?

There's been a lot of chatter on the Horizon-L mailing list about upgrades to Horizon 7.41, and HIP 3.09. These upgrades would fix at least one problem with the Acquisitions Module that affects us. Because of our HIP customizations, SirsiDynix had recommended a year ago (or so) that we stay on our current versions of Horizon and HIP, because the gain of upgrading wouldn't justify the pain. Some factors, among them our imminent use of *AquaBrowser* as a front end to our database, prompted us to ask SirsiDynix to reevaluate their recommendation, which they're doing at this time.

System Slowness

It's back. Since the first of the year we've experienced relatively high CPU usage and consequent slowdowns of Horizon functions. *SirsiDynix* is looking into disk issues (mirror resynchronization) and memory reallocation as possible enhancements to performance.

You can help. Any jobs that access the Horizon database and take a long time to finish are potential problems, and it would be helpful if you could run them very early or very late in the day. If you have idle Horizon clients running on your desktops it might help if you could shut them down (ONLY if it's convenient for you).

Any help or information you can provide will be greatly appreciated.

Reminder: Please let us know when Horizon is slow -- just a quick email to techies@uhls.lib.ny.us or a quick phone call to any of us. You can skip the pleasantries (we know you're very busy) and just say, "We're slow."

Also, Terminal Services might still be an option for those of you who are not using it yet. If you're interested, send an email to support@uhls.lib.ny.us.

Spam

After the last ASC meeting, where several people reported an increasing volume of spam, we implemented the recommendations (our own) described in the attached document *spam.doc*. We think these changes caused a significant improvement in the spam situation. Did they?

2007 Notice Stats

This chart shows the numbers of hold, overdue, and fine notices sent during 2007. It does not include the recently implemented *Email 'Hold' Reminders*, of which we send about sixty a day.

2007				
Month	Print	TeleCirc	Email	Total
January	5113	14519	9367	28999
February	4063	12629	9070	25762
March	4115	14965	11002	30082
April	3865	13346	10054	27265
May	5117	13668	10336	29121
June	4140	14550	10688	29378
July	4444	15810	10962	31216
August	3991	17007	11733	32731
September	4349	14354	10622	29325
October	5352	15033	11537	31922
November	4320	14448	11550	30318
December	4537	12080	10956	27573
Total:	53406	172409	127877	353692

In 2006, the totals were:

Total:	55820	174849	101234	331903
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Authority Control

As part of our agreement with *LTI*, we sent them our entire database on 12/31/07 for authority control processing. The following records were returned on 1/9/08 and imported by 6:00 AM on 1/11/08:

23,668 new/revised Name	auth recs	Added: 3130	Overlaid: 20538
3,679 new/revised Subject	auth recs	Added: 1324	Overlaid: 2355
6 new/revised Juvenile	auth recs	Added: 2	Overlaid: 4
86 new/revised Genre	auth recs	Added: 71	Overlaid: 15

Bib Records processed:	23919
Bibs added:	0
Bibs overlaid:	23883

APLH & APLP

At the request of APL, we removed the Pine Hills and Howe branches from the list of available pickup locations in the HIP and Horizon (stafpac) on 12/10/07. We added a blurb to the *Request Confirmation* screen in the HIP to inform requesters of this change.

My List

We continue to get occasional reports from patrons that their *My Lists* have disappeared. We asked SirsiDynix to confirm again for us that this is a bug and that there's nothing we can do to prevent it. They answered "yes" but suggested that we put the following blurb on the *My List* screen in the HIP, which we did: "*As a precaution, please email your list to yourself.*"

AquaBrowser

Done:

- Set up the server and changed our firewall settings to prepare for installation.
- Sent a copy of our entire database, plus item records, to *AquaBrowser* for pre-processing.
- Sent them the criteria to use to identify material types (same criteria we use to select icons in the HIP).
- Rob developed an *AquaBrowser* training session for APL, and will offer it to everyone when *AquaBrowser* is in production.

To do:

- Choose among the options described in the attached document *AquaBrowserWorkbook.doc*, starting on page 2.
- Import our database, when ready, to the new server, test, and start using it. We do not have a timeline yet.
- Purchase *WebFeat*. We need to purchase *WebFeat* separately from *AquaBrowser*, and we've started negotiating with the vendor.

ZoneCD

The attached document *ZoneCD.doc* contains a reprint of an email sent by Rawdon on 12/31/07 inviting all of you who provide wireless access to your patrons to learn about a very useful tool.

New Pool Collection

As part of UHLS's response to the libraries' request for a new pool collection that makes up for shortages of highly requested titles, we wrote two reports:

1. To see all titles that meet the criteria of the project (> 150 requests, > 5 requests per copy owned): <https://horizon.uhls.lib.ny.us/reports/bestsellers.html>
2. To weed the new "Bestseller" collection:
<https://horizon.uhls.lib.ny.us/reports/weed.html>

These reports are intended for use by UHLS staff.

To see your library's request/holdings ratio at any time, go to the web reports page (<https://horizon.uhls.lib.ny.us/reports/>) and run the *Request Reorder (Just Books)* report. To access the web reports page use the intranet username and password

Surveys

We wrote a simple email-based survey tool for the Youth Services Advisory Council, and subscribed to *SurveyMonkey.com* to create a more complex survey to determine UHLS Training needs. We signed up for a monthly subscription and may cancel it soon, unless there's an interest in us maintaining it for the use of all the libraries.

WordPress

At the last ASC meeting I showed briefly the "blog" (<http://www.thetroylibrary.org/>) that Joy Charde at TROY created with *WordPress*, a blogging tool. Enough interest was shown that I asked Joy if she would give us an informal demonstration of how she did this really nice piece of work. She agreed, and we'll set a date very soon. We will install *WordPress* on our web server for any library that requests it.

Recommendation from Database Maintenance Advisory Council

The Database Maintenance Advisory Council recommends that ASC make it a system policy that every bibliographic record in the database should have at least one subject heading.

New wikis

We created two new wikis:

1. Technology Advisory Council
2. ILS Migration Subcommittee

Both are on the UHLS wiki page: <http://www.uhls.org/wiki/>

New LCD Projectors

We purchased two new LCD projectors for use by UHLS and the libraries. We're working on an automated system to manage the loans of these projectors.

Riverway

We've been working to update the Riverway website for the 2008 session.