**MeLCat Advisory Committee Meeting**

May 27, 2011 – Library of Michigan

Members present – Joe Badics, Diane Barr, Anne Donahue, George Marck, Lise Mitchell, Andrea Hemphill (substituting for Bethany Kennedy from Washtenaw Community College), David Scott, Pat Ewing, Randy Riley, Deb Biggs Thomas, Don Todaro

Welcome and introductions were made including for Andrea and Randy who is joining Deb as MeL Coordinator at Library of Michigan.

Minutes from the last meeting were reviewed with the correction noted that under the paragraph on page 1 “a request was made” that the committee member noted was Joe Badics and that the minutes be changed to note that correction.

Don moved to approve the minutes as corrected, Lise seconded.

**Old Business – MeLCat Catalog Policy 3.1**

The State Librarian has always supported the use of MeLCat as a “discovery tool, so in that regard eligible libraries seeking to include their holdings in MeLCat will be approved on a case-by-case basis. This was approved last summer and has been updated on the website.

**New Business – MeLCat Resource Sharing Policy 8.0**

There was a discussion of the policies on reimbursement of libraries for materials not returned from patrons specifically cases where items are returned after the borrowing library has paid for the materials and re-invoicing a library after the materials had been paid for. Libraries still seem to be billing after 6 months. Joe stated that there was a case where their library had been invoiced and paid for materials that were not returned and the lending library had tried to re-invoice stating that the actual costs were greater. Since the materials were already paid for no action was taken. In addition, he noted another case where the invoice had been paid and the patron subsequently came in with the materials. In that case since the costs were high he suggested that the patron try to resolve the issue with the lending library which they graciously did. The actions taken in both these cases seemed appropriate to the specific cases and it was noted that changing a policy for specific cases seems inappropriate especially since the actions taken seem reasonable.

Anne noted that the policy requires an “initial notification” of the process for recovery of costs for non-returned materials within 6 months not necessarily a full resolution of the process.

Anne stated that a summary of the policies will be issued every 6 months and a link to the full policies will be available on the website. Dynamically generated lists are used to send out the policies but since some institutions have not updated who they should be sent to the contact persons may still not be correct. It was hoped that they will forward them on to the correct person.

A discussion on the use of the $101.01 default for the invoicing of materials followed. After considerable discussion on the questions regarding items returned after invoicing and payment has been made and the use of default amounts for payment it was decided that the committee is not recommending any amendments regarding these policies.

**Status Reports**

There was discussion on the status of NCIP and it was noted that once NCIP is working some of the issues regarding loading of records will be reduced. If MeLCat staff can coordinate and follow-up with III then possibly certain sites within the State can follow-up with vendors on the status of NCIP within the software at their institutions. Anne and Deb will follow-up on how coordination can happen.

Anne reported on server upgrades. New DCB server installed on November 18th, moved to new central server in late April. With these upgrades several reports are now working correctly including the “page too long” report. The upgrades also include a permanent fix to the institutional overdue reports. Notice will be sent out that these reports are now working. It was stated that custom reports that require statistical analysis can only be done on a cost basis with MeLCat needing to recover costs that it is charged by III for developing the reports.

A new matchkey algorithm has been put in place which should reduce the number of false uniques within the MeLCat database. ISBNs are currently used as a secondary match in the algorithm and ISBNs are not always unique. A lengthy conversation ensued on what constitutes a false unique. Lise gave a good definition of a false unique (A true unique might have a unique title and a differing format whereas a false
unique has an identical title and format and is still listed in the catalog as unique). False uniques create problems when the copy chosen may be at another library and the requesting library already owns the item although some have used this software problem to their own advantage. The % that the new algorithm will reduce false uniques is not currently known but Anne will check on it. The discussion of false unique prompted another discussion on the role of cataloging at local institutions that provide MeLCat records. MeLCat is totally dependent on local institutions for the quality of records in the database which are loaded into the database. It was noted that change of staff at local institutions is an on-going issue that creates problems.

New Business - 50-item Limit

There is currently a policy on a 50-item limit that was brought to the committee by Anne Donohue. This policy is too high for public libraries and too low for academic libraries and was set as a compromise on a shared State system. After discussion on the limit it was agreed that there will be no change recommended on the current limit.

Article Reach

Article Reach was then discussed but a demo of the current system wasn’t available at this point. A prior draft of policies regarding Article Reach was distributed. It was decided that another meeting in July at which a demo will be available was necessary. Deb will coordinate on a date for the meeting.

It was announced that MeLCat User’s Day will be on November 4th and will be publicized specifically for users of the catalog.

It was then moved and seconded to adjourn the meeting.

Respectfully submitted,

George Marck