

CMC Subcommittee Meeting

January 11, 2012

Present: Kate Odahowski (MAD), Debbie Bird (SUN), Sue McComb (WAU), Sarah Hartman (MID), Rob Klecker (MOO), Jan Anderson (MAD), Linda Stuckey (MCF), Dennis Reynolds (MAD), Molly Warren (MAD), Alyssa Cleland (PAR) Amy Gannaway (SCLS), Recorder: Michelle Karls (SCLS).

1. Call to Order at 9:38 am.

- a. **Introduction of guests/visitors.** Alyssa Cleland from PAR is new to this committee.
- b. **Changes/additions to the agenda.** None.
- c. **Requests to address the committee.** None.

2. Approval of previous meeting minutes.

The November minutes were approved via consensus.

3. Discussion/Action items.

- a. **Shelving location request MOO.** MOO would like to add the Shelving Location “Komen Collection.” The donor who funded the collection is requesting that these items have their own location. The committee discussed guidelines for new shelving locations. There should be a minimum of 20 items and the shelving location should represent a permanent collection as opposed to a temporary display. Concerns were raised about scrolling through the long list of shelving locations in the drop-down box on the item record. You can begin typing a code description to jump to the appropriate place in the list. Sometimes you may still need to do some scrolling, but no one indicated that it was necessary to scroll the entire list. It’s possible that a long list could cause response time problems, but we don’t know at what point that could happen. We can run a report annually to look at shelving locations that are not being used. Unused codes can be deleted and this will help keep the list down. There are existing shelving locations that are for unique special collections. The committee approved the MOO request for a “Komen Collection” shelving location.
- b. **Shelving location request from FCH.** FCH would like to add the Shelving Location “Green Reads Collection, 2nd Floor.” They are using a call number prefix, but feel it would be easier for patrons to differentiate the collection from the regular adult non-fiction collection if the collection has a separate shelving location. There is a similar shelving location already called “Go Green collection.” The committee decided that we can add this shelving location. However, we want to encourage libraries to use existing shelving locations as much as possible.

- c. Collection code request DCL.** DCL would like to add a new Collection code for Juvenile Large Print (LPJFI). There would be approximately 140 items in this collection code. DCL has moved and are rearranging their items. If we add a Juvenile code, we might want to change the existing Large Print collection codes (LPFI and LPNF) to LPAFI and LPANF. Amy would have to batch change items. The committee decided to add the LPJFI collection code for now. Amy can look into changing the LPFI and LPNF to LPAFI and LPANF as a batch changing project to do when she has some time.

4. Next meeting at SCLS HQ – March 14, 2012 at 9:30 am.