

CLAN Standardization Committee
Meeting August 1, 2005

Committee members: Kathy Berrigan (WAR), Patience Bliss (CLAN), Celeste Dyer (CUM), Sharon Fredette (WAR), Diane Hogan (EGR), Christine Jeffers (PAW), Laura Marlane (CFA), Susan Moreland (NKI), Andrea Plaziak (WWA), Amy Skolnik (EXE), Cindy St. Amour (PRO), Chris LaRoux (GVL), and Kathryn Taylor (WES-Ex Officio).

Committee members reviewed the data from the updated surveys completed by CLAN members regarding standardization of services.

There was consensus from the committee members on the following:

Circulation Standards

My patron first should be instituted to assure all CLAN libraries that their resources will serve their local patrons before being sent to another library.

Loan periods should be standardized:

Three weeks with one renewal

One week with no renewal

Fines should be standardized:

Books and audio recordings: 10¢ per day with a maximum of \$6

Video recordings: \$1 per day with a maximum of \$10

Reserves should be limited to On or Off. All holds would be system-wide (no local holds).

Cataloguing

MARC records should be edited by CLAN staff and their designees

Bibliographic records should be deleted by CLAN staff and their designees

The OPAC should look the same for each CLAN member. It is recommended that we should use the generic OPAC that comes with the new circulation system, and that the CLAN steering committee appoint an OPAC design committee.

Linking to Other Databases via CLAN interface

Links through the CLAN interface should only be to resources that are available to all CLAN members (i.e. resources that are free to use or have been purchased by CLAN).

Other Services

The Committee supports group purchases of:

Databases

Supplies

CLAN should purchase a lease book plan to fill holds for best sellers. This would satisfy patron demand without burdening individual libraries that may not want to share their duplicate copies. Selection and processing could possibly be done by OLIS. Funding of purchases could come from CLAN and/or OLIS.

The Committee supports conversion to radio frequency tags to replace current barcode system. Funding could possibly come from a grant to CLAN members.

Respectfully submitted,

Chris LaRoux
Chair