<div align="center">**NOBLE Executive Board Special Meeting**
JULY 19, 2017</div>

In Attendance: Linda C.W. Gardener, Kathryn Geoffrion-Scannell, Brian Courtemanche, Patricia Rogers, Diane Wallace, Theresa Hurley, MaryAnn Niles, Rex Krajewski, Ron Gagnon, Martha Driscoll, Elizabeth Thomsen, Paula Acquaviva

Call to Order: President Linda Gardener called the meeting to order at 10:00 a.m. Introductions were done.

Linda Gardener began the discussion stating this was a special meeting requested by MaryAnn Niles and Rex Krajewski to discuss the logistics of their libraries departing NOBLE at the end of FY 18.

Rex Krajewski stated he realizes the impact is great on the whole network and the well-being of the network is their responsibility as well. They also need to know what they can get from NOBLE in order to be able to proceed. He has been doing some leg work to get a clear picture of what the data needs are, also want to the opportunity to discuss the cultural issues, and work together.

MaryAnn Niles added she has a certain understanding of what they need for data and would like to know what NOBLE is thinking. She wants to work together to make sure anything they need is manageable and not unreasonable for NOBLE staff. Both libraries are full members of NOBLE for the next year, and want to make sure they return items to libraries and NOBLE libraries return items to them. They are aware they would be responsible to pay any replacement costs if items are lost, etc. She discussed some of this with her circ staff, is open to discussion of a timeline of when items shouldn't be borrowed or renewed. She doesn't have specific dates or needs, but does have a basic understanding of the following:
- FLO will be managing the transition and will be in contact with NOBLE to request certain data extraction. They would like the first data export done this summer or early fall, and second one possibly in May. These are general dates assuming they work for NOBLE staff. Aren't trying to put more work or burden NOBLE staff. FLO will contact the designated NOBLE staff and request an export of bib and item records for MCC and NSCC twice.
- Patron records and circ information, if possible. The libraries can do some prep work on their end if need be. She doesn't know how compatible the two systems are as far as data. If for example, the circ history or fine history can't be transitioned then that's fine. Doesn't expect everything to come over, looking for the bare minimum. They'll run reports now for the next year for information they'll need. They expect to lose a lot of data when they make the transition.

Rex added the basic outline of what their data needs are:
- Bib and item records in MARC in 952 or 852. Martha said it would be in the 852.
- Proxy configuration information.
- Patron and circ records in CSV or tab delimited.
  Martha stated certain circ transactions can be migrated, but it is simpler if you don't. If have a clear cutoff date as to when all materials should be back it would be easier. MaryAnn and Rex were both fine with that.

MaryAnn added they would want to do get all the items that are overdue on their end, then they can be reestablished on the other system. Martha added they can get patron records from their bursar systems, could get from NOBLE if were going to do transactions, but that isn't the case. MaryAnn stated they would want them for the purposes of the barcodes for those people, they aren't assigned at the bursar level at MCC. Rex wasn't sure if the barcodes are assigned at the bursar level for NSCC, he has to check.

Ron stated Executive Board looked into this with input from NOBLE staff. He passed around a handout "NOBLE Data Extraction and Purge Procedures" (attached). Also surveyed the other networks as to what their policies are, that is attached to the handout. Some of the networks refer departing Members to their system vendor, or undertake the work themselves for a fee, mostly for limited amounts of data. NOBLE will provide, at no charge, MARC records with item data in 852. Anything beyond that, the colleges would have to contract with our vendor, Equinox, and pay for that data work directly. Ron stated it would be a lot of research and time for NOBLE staff to undertake any more then extracting the MARC records. This is in line with what other networks do, and Equinox does support Koha system as well. Per the colleges'

president letters, the first MARC download would be August 15th, then June 30th, but can do in May if that is preferred. No patron information will be provided from NOBLE, would have to contract with

Ron gave Rex and MaryAnn the business card for the Director of Sales at Equinox. MaryAnn said appreciates NOBLE not charging for the MARC records.

Martha stated we have barcode information for MCC patrons, those are the A numbers, but don't have them for NSCC. She asked if they need electronic resources records, should be able can get from their vendors. They do not need them from NOBLE.

Martha asked what they are doing for course reserves, and if they needed anything from our system. MaryAnn stated planned to re-enter manually, but if can get some information that would be appreciated. Rex said they are looking to build a permanent reserves collection; therefore they will be re-entering anyway.

Linda stated it was discussed at Executive Board to have December 31st as a cutoff date for reciprocal borrowing. MaryAnn thought that date was harsh; they are full Members through June 30th and want to be able to borrow into the spring semester. Rex added he understood the logistics of the reasoning behind the December 31st suggestion, but basically taking away half of a year resource. Neither had thought about a date and wanted to discuss it at this meeting.

MaryAnn would like to know how many items MCC students have out to NOBLE libraries and look at that. This will help determine how much time would be needed to get the items returned. She will be vigilant in getting items back and since paying for a years' NOBLE membership they should not be eliminated from borrowing half a year. Diane Wallace stated the Board wasn't sure when they were moving to the other system, so the date can be flexible. MaryAnn said going live July 1st.

Ron stated Martha ran numbers July 12th, 200 items are checked out to non MCC patrons, value just under $5200, and for NSCC 311 items checked out for value just under $6100.

MaryAnn inquired about a technical solution to stop patrons from placing requests by a certain date. They will be marketing this transition and making patrons aware.

Rex asked what the long overdue period is. Martha stated it's 42 days after the due date, and can set a hard due date at the end of the semester.

Linda suggested have May 15th as a possible hard due date. MaryAnn said spring semester for the colleges ends beginning of May with finals around May 15th. MCC has items back before finals and before students graduate, usually the first week of May.

Ron stated also need to look into MLS automated sorting, because it queries our system.

Patti asked if they will be encouraging faculty and staff that live in NOBLE towns to get a card to use at NOBLE public libraries. MaryAnn doesn't have many staff that live in our area. Rex stated yes, as part of the transition they will connect NSCC staff, faculty, and students with the public libraries directly so they don't lose NOBLE resources.

Linda reiterated the goal is to get materials returned, and asked if they had a timeline for that. MaryAnn stated if they could keep the date as the beginning of May to have materials back, that's been their policy in the past and has worked. She will be vigilant to get items returned to NOBLE members.

Diane asked for clarification that as of July 1st library staff won't be able to scan the item because transaction is gone. Elizabeth explained since the items are extracted and out of the NOBLE catalog as of July 1st, the transaction is no longer in our system to be completed.

Martha asked if there are any expectations as to a date that all their information is out of the Evergreen system. Cards would be expired and patrons purged. Rex and MaryAnn both said don't have any date.

Diane asked if beginning of May is enough time for technical staff to extract the data. Martha said at a minimum can suppress all the items in the library copy locations, so searches won't reveal copies. Staff will see it, catalog will still search the item, but bypass it. So want to get it the data removed. Extraction will be done first and make sure no issues with the data, then shortly after July 1st purge all data.

Ron stated there could be a cost to NSCC and MCC for additional data. MaryAnn stated if there is a cost, she would like to know because it may be something they don't want. Rex agreed, he may not be interested in patron or other records. Ron stated they can get quote from Equinox.

Linda reiterated we will do the extraction and purge based on the document Ron passed around, and come up with a borrowing timeline so patrons can use NOBLE services and have time to logistically get items back.

Rex asked if it is possible to have an earlier close date for borrowing for faculty and staff then students. Martha stated can change loan rules, but up to Rex and MaryAnn to decide.

Ron asked Theresa if they see a lot of NSCC students at Lynn. She said yes, may not necessarily be a NSCC card. She will encourage students that come in to sign up for a public library card. Rex said can work together with Lynn and Salem to promote getting public library cards.

MaryAnn asked what the plan is as far as he discussion going to the Membership, wants to be kept informed as to what the decision is for date to end reciprocal borrowing. Ron stated have two Executive Board meetings before the Membership meets, and it will be discussed at the Board meetings first.

MaryAnn asked if loan rules can be changed, i.e. not allow renewals for borrowing so can start weaning patrons. Martha stated the loan period is 2 weeks, but yes can do that.

Brian stated need consistent communication, and suggested if a handout can be made up once the timeline is established so circ staff can give to patrons so they know about the changes.   Keep patrons informed before, during, and after so they know the process and the changes. All agreed that is a great idea.

Rex explained NSCC and MCC are not full members of FLO, will be affiliate members of FLO.

Martha asked if they know when will be set up in ComCat. MaryAnn stated she doesn't know the date but should be same time.

Patti asked if there is specific language to explain to her Board of Trustees why two colleges are leaving. MaryAnn said that it is up to her how to communicate it, but it is an economic reality. Hours are cut, layoffs, programs being re-evaluated, closed Saturdays and will be closed evenings. They needed to cut $4.5 million at the college. The colleges are state supported, not state funded. Most funds do not come from the state.

Rex added the state funding for the community colleges is the lowest percentage. Demographics have changed and enrollment dropped.

There is considerable system work to remove all parts of a departing library from the Evergreen system. MaryAnn stated she can't commit to unknown costs for removing their data from Evergreen. She expects to pay something, but can't decide at this meeting.

Ron stated there is a lot of clean up that won't be charged to the colleges for removing them from NOBLE's web pages, statistics, etc.

Linda summarized the discussion:

- Do initial test of MARC records by end of summer. Martha needs contact information, MaryAnn said she will give Walter at FLO her contact information.
- NOBLE will get costs from Equinox to expunge data at the end and forward to MaryAnn and Rex.
- Discuss timeline with Executive Board before bringing to full Membership meeting in September..
- The colleges will determine their data needs and seek costs involved for needs beyond the MARC data NOBLE is providing without compensation.

Linda asked if want to schedule a follow up meeting before the Members meeting on September 21st. Rex and MaryAnn are fine with waiting until Members meeting. The borrowing timeline will be discussed at Members meeting, so Linda suggested scheduling a follow up meeting after Members. It was agreed.

MaryAnn stated she appreciates the Board's and NOBLE's staff time and assistance, and willingness to work with them.

Meeting adjourned at 11:20 am.

Respectfully submitted,

Diane Wallace,
Secretary

NOBLE Data Extraction and Purge Procedures

NOBLE will provide MARC records, at no charge, limited to an initial test file on August 15 and a final closing file on June 30, 2018, as specified in the presidents' withdrawal letters. Files will be sent as generated and not stored on our system due to size, to a location provided by the departing library.

> Electronic files of MARC bibliographic records will contain holdings information in the MARC 852. The records can be either USMARC or MARCXML format. The records will be encoded in MARC8 unless UTF-8 is specified. The files will be delivered via sftp to a server designated by the withdrawing library.
>
> Definitions of codes and mapping codes to new values will be the responsibility of the withdrawing library.
>
> Holdings data in the 852 will include the following:
>
> $b   copy owning library shortname
> $c   copy shelving location name
> $g   circulation modifier
> $j   call number
> $p   barcode
> $t   copy number
> $x   'reference', 'unholdable', 'noncirculating', 'hidden' if set in copy
> $y   price
>
> Electronic resources records will not be exported unless requested, as a separate extract as they have no copies.

Any data extraction (copying and purging) needs beyond the above must be done by Equinox Open Library Initiative, a non-profit Evergreen support organization, contracted and paid directly by the departing library. NOBLE's Evergreen system is configured according to Equinox recommendations and NOBLE has a contractual support agreement with Equinox with privacy requirements. Data work can have an impact on the response time of the system and Equinox will take this into account as work is done, to minimize system impact for all users.

Equinox is willing to undertake this work, contact is Shae Tetterton, Director of Sales.

Comparison of Networks

Some Mass. networks refer departing members to their system vendor, others may undertake the work themselves for a fee, mostly for limited amounts of data (see individual networks' procedures below). Data extraction for use in other library service platforms is not something with which NOBLE has experience, and investing time in learning would come at the expense of member services with no overall benefit. NOBLE's reduced staff time in FY18 is best devoted to supporting and improving ongoing services in accord with our Annual Action Plan.

Other networks' procedures for handling data extraction for departing members:

CLAMS

Upon termination, the Member may obtain a copy of any records that they have entered into the CLAMS database. The Member shall pay all costs borne by CLAMS in the recovery, copying, transmittal, and purging of those records.

C/W MARS

In our policies, we charge the cost of exporting data. We only provide them with MARC and item records. We do not export patrons. We charge $150/hour for the extra services.

Fenway Libraries Online

When our SMFA library left for Tufts last year, we supplied bibs and item records and assisted with various cleanup projects in our Voyager system. We didn't charge for our services.

Minuteman

Participating Libraries retain ownership of their database records and may receive copies in machine-readable form. MINUTEMAN shall make available, upon written request, a suitable copy of the patron and bibliographic entries of the requesting member in the common shared database. The requesting member shall pay all costs incurred by MINUTEMAN in the recovery, copying and transmittal of those records.

MVLC

We would let SirsiDynix provide the quote for the data work and the subsequent data clean up after the member left.

The member would be better equipped to determine scope of data extraction they needed and SirsiDynix would be better equipped to determine the cost of extraction work requested and the cost for the subsequent clean up.

Old Colony

...we'd contract with SirsiDynix and pass the costs through to departing library.

SAILS

We haven't done that. Members who left just closed and had no need for files.

7/19/2017