2. Training server updated to Sierra 2.2.0_6
   a. Please familiarize yourself in training. I’ll update production to 2.2 after the semester ends.
3. Long-expired patron records were purged in January (emailed 1/4/16).
   a. Any objections to annual purge? List criteria in email.
   a. Any global updates needed?
5. Approve / Amend: Weeding Procedure Proposal (emailed 3/10/16)
   a. Create three text files should be named “last item in catalog,” “last [UM / JSCC /LOCL] item in catalog,”
      or “other [UM / JSCC /LOCL] items attached.”
   b. Once I have the text files, I can update item location, item agency, item status, item code 2, and insert
      notes in item record. As necessary, I can will update bib code 3, insert note in bib record, and remove
      holdings in OCLC.
   a. Immediately updating item status to “on search.”
   b. Over a two-week period, search for the item four times.
   c. Update item status to m (missing) and insert internal note: Set to Missing month year.
   d. Run monthly lists of items set to missing more than 6 months ago (searching based on internal note).
   e. Update item code 2 to ‘m’ (MISSING, WITHDRAW).
   f. Cataloging may follow up as they deem appropriate (consult shelf list, run additional lists, properly
      withdraw from OCLC, update bib records as appropriate, etc.)
7. Approve/Amend: Streamline Gift Order Process (email 1/27/16) Item code 2 ‘g’ created for gifts.
   a. No longer create order records, instead put name and received date in bib 590 and use item code 2 ‘g’
8. Circulating Reference Collection (emailed 1/27/16). Any questions or concerns?
   a. I created a new item type (Reference Books, Circ) and new loan rule (3 days, $1/max price of item) in
      preparation for this switch. When RIS gives me the go ahead, I’ll update the item types of all books that
      currently have: item type 1 (Reference Book, Non-circ) and location mci.
9. Elizabeth requested more time to consider the 049 proposal. Does anyone else have any thoughts/concerns?
   a. Update 049 of transferred items from 049_ _ $aTMAV$c1 to
      049_1 $aTMAAS$c1$n2015 transferred from $o TMAV
   b. 2nd Indicator Indicates the completeness of holdings data
      i. blank Undefined
      ii. 0 Holdings information complete
      iii. Locally defined (Holdings information updated)
   c. Subfields (R=Repeatable NR=Nonrepeatable) Input Standards
      i. ‡a Holding library (R) Mandatory/Mandatory
      ii. ‡c Copy information
      iii. ‡n Notes about holdings (NR) Optional/Optional
      iv. ‡o Local processing data (R) Optional/Optional
10. Harvesting ETD
    a. Waiting on documentation from Elizabeth.