

## MEMORANDUM

**TO:** Information Services Communication Coordinators Committee (formerly Liaison Committee)

Dick Axt	Sue DeLuco	Steve Inzer	Cindy Staley
Michelle Babbie	Leeann Dooley	Megan McCoy	Terri Stile
Scott Burgess	Wendy Egresits	Katie Parker	Tanja Tamburino
Linda Chesebro	Ken Ford	Karen Pelletier	Valerie Witte
Jim Cichon	Tom Giammaria	Anne Reilly	Karen Zaleski
Sharon Crowe	Paul Girdansky	Jill Schaal	Helen Zyma
Kristin Dardano	Vicky Greenman	Susan Scheu	

**FROM:** Patricia Skelly, Supervisor  
Instructional Support Services: Media – School Library System – Science Center

**DATE:** September 9, 2011

**SUBJECT:** *Information Services Communication Coordinators Committee (C<sup>3</sup>) Meeting – Tuesday, September 27, 2011*

The meeting of the BOCES Information Services Liaison Committee is **Tuesday, September 27, 2011 from 8:45 a.m. to 2:30 p.m.** in the Training Lab on Court St. Lunch will be ordered out.

The agenda for the meeting is as follows:

- I. 8:45 – Welcome & Introductions
- II. 9:00 – ISS News
- III. 10:00- OverDrive Training – Melissa from OverDrive
- IV. 11:30 – Small Group Discussion
- V. 12:00 – Lunch (TBD)
- VI. 1:00 – Cataloging Essentials – with records uploading directly into the catalog now from individual libraries we need to have some specific guidelines or our catalog quality will go down the drain – Krista Hartman

Please notify Media Services (793-8514) or the School Library System (793-8505) by September 25, 2011 if you are **unable** to attend this meeting or have any additional agenda items to add.

cc: Building Principals      Mary Beth Farr      Howard Mettelman  
Mark Vivacqua      Angela Elefante      Sarah Indermill