

**MAAC Meeting**  
**Nov. 18 at 10:00 a.m. online**

The MOBIUS Access Advisory Committee held their online meeting on November 18, 2008, at 10:00 a.m. Sharon Upchurch (Lance), committee chair, presided.

In attendance:

Mary Anderson (MERLIN); Stephanie Atkins (Wash U); Rhonda Brown (SGCL); Adrienne Detwiler (MCO); Tony Garrett (MERLIN); Karen Gelber (MRRL); Roe Gnuschke (Towers); Shuqin Jiao (SLU); Joshua Lambert (SWAN); Scott Peterson (MCO); Sue Reed (Arthur); Judy Rice (WILO); Alice Ruleman (Quest); Bonnie Sanguinet (Archway); Sharon Upchurch (Lance); Matt Wier (Bridges); Debbie Young (Galahad).

I. Approval of minutes

Minutes for the July 16, 2008 meeting were approved.

II. Cluster reports

Archway: Bonnie Sanguinet (St. Louis CC) reported that they have a new circulation coordinator, Patrick Mallory. She will make sure that he is added to the contact list.

SLU: Shuqin Jiao reported that SLU is slated to open their off-site storage in May or sometime in the summer. Since they are moving government docs to off-site storage and they will not have circulation staff at the facility, Shuqin will request that MCO withdraw these items from Mobius circulation.

MERLIN: Tony Garrett (UMSL) reported that they are working with III and MCO to implement single sign-on for INN-Reach.

Quest- Alice Ruleman (Univ. of Central MO) reported that the James C. Kirkpatrick Library at Univ. of Central MO will have the Lock-a-Shelf system installed in the Circulation area early in December. Their popular DVD's and audio books will be shelved in the units. Patrons can browse the titles (actually seeing the front & back covers) and then check out the items themselves.

III. Old business

A. Quarterly Delivery Update

The fuel surcharge for 1<sup>st</sup> Choice was started at the end of October, retroactive to September 15<sup>th</sup>. The surcharge goes into effect on gas prices from \$2.90 per gallon up to a maximum of \$4.00 per gallon. It was considered within the current budget so no additional funds were required. The surcharge will be discussed next year as to whether it will be continued or not. The \$2.90 price reflected gas

prices at the time the contract with 1<sup>st</sup> Choice was begun in 2006. As gas prices have fallen dramatically, the fuel surcharge is not in effect, and 1<sup>st</sup> Choice has decided not to apply it retroactively back to September 15<sup>th</sup>.

There is an upcoming meeting with First Choice on Dec 2. The purpose of the meeting will be to discuss the technical requirements and feasibility for tracking bags from the time they leave the sending library to the time they are delivered. One possibility under consideration will be assigning libraries an automated shipper number (ASN). Libraries could then enter the bags into 1<sup>st</sup> Choice's tracking system so the driver can scan them on pickup.

Matt Wier (Bridges) requested that drivers have a tarp to cover bins on days when it rains. Some libraries do not have covered loading docks. He also requested that First Choice report any changes in delivery times and routes, subs/replacement drivers, etc. Instead of having First Choice call each library, they can simply put a note on the list.

Shuqin Jiao (SLU) reported that her regular guy has no scanner, and she is unable to track lost items. In addition to SLU and SLU Law, the drivers for Missouri State Library, Three Rivers Community College (Gallahad Cluster), and Culver-Stockton are not scanning their bags. Tony Garrett (MERLIN) reported that their driver scans sometimes. Judy Rice (WILO) reported that their driver only scans at the truck. Scott advises checking the First Choice web site to verify that bags were scanned. Roe Gnuschke (Towers) reported that their driver says he scans, but he does not bring it in for signatures.

Scott will bring up these issues with First Choice.

B. Number of days of expected turn-around: 1-2, 3-4, 2-4

Sharon Upchurch (Lance) asked for a vote on turnaround time. 1-2 days may not be long enough, but she asked for comments on whether it should be 2-4 or 3-4 days.

Bonnie Sanguinet (Archway) pointed out that the best case scenario is 2 days, but that 2-4 days turnaround is more realistic range. Matt Wier (Bridges) motioned for the turnaround time to be 2-4 days. Tony Garrett (MERLIN) seconded the motion. The motion passed.

C. Lenders of Last Resort

We decided to leave these libraries on the list: Univ. of Missouri-Columbia Ellis Library, Harris-Stowe, MU- Law, and MU-Health Sciences. (Note: We originally had Lincoln University on the list, but after consulting the library, Sue Reed (Arthur) informed us that Lincoln did not want to be on the LLR list.)

#### D. Circulation FAQ/Best Practices

Sharon Upchurch (Lance) asked the group if we still wanted to pursue this. Matt Wier (Bridges) volunteered to chair a subcommittee for FAQ/best practices. Tony Garrett (MERLIN), Rhonda Brown (SGCL), Stephanie Atkins (WashU), Shuqin Jiao (SLU), and Joshua Lambert (SWAN) also agreed to serve on the subcommittee. We will use the SWAN training manual as a guide. Matt proposed a motion to form a committee, and Tony seconded the motion. The motion passed.

Matt Wier (Bridges) asked if the name of the ILL/Circulation Contact List could be changed. MOBIUS Staff Contact List was proposed as an alternative. Matt also suggested that the person on the list should be the person who actually deals with Mobius circulation problems at their institution. Mary Anderson (MERLIN) suggested that we ask the libraries in our clusters for input on how they use the list. We should ask them if they need the ILL information. Matt suggested sending the feedback to him and he will collate the information for the subcommittee and MAAC.

Mary also asked if Matt could formulate the specific questions for the libraries. Matt also wondered if we could put the institution's number on the book band. Mary suggested that we include this in our questions to libraries. Matt agreed to include all of this in his email. Joshua Lambert (SWAN) asked the exact page that we are referring to. The URL is <http://mco.mobius.missouri.edu/filemanager/fileview/502/>.

We agreed to wait until we see the questions at the next meeting. Between now and the next meeting, we will talk to our clusters.

#### IV. New business

##### A. Current Offerings for Training Courses in Circulation

Scott asked for feedback on the three proposed classes for Spring 2009: End User Millennium Circulation (Front Desk), Course Reserves, and possibly Inn-Reach. No one had suggestions for additional classes. Scott inquired about our delivery preference, and a majority voted for online. Scott asked if we preferred instructor led with PowerPoint or another format. A majority preferred non-PowerPoint. Bonnie Sanguinet (Archway) saw the benefit of both online with a live instructor and self-paced PowerPoint for all classes. She would like to see courses available both ways. Matt Wier proposed that if someone wanted to participate in an online class which was taught in real-time by MCO staff they could do so by filling out an online course reservation form. Scott asked if we want identical online and in-person classes. Or, do we want the online class to be more of a general overview and have a more detailed class in person. Matt suggested asking the clusters for their preference. Scott will gather this information from the clusters and get back to MAAC.

B. Bag count procedure/instructions for the new form – Scott Peterson

The form was changed over the summer, but Scott pointed out that current procedures do not reflect these changes to the form. Scott will re-word the procedures and submit to the list.

C. PUA – Changes to Paging Slip – Gayla McHenry (Truman State)

Gayla suggested making the “Pick Up Anywhere” more visible on the slip. Some suggested the top of the slip under the pick-up location. Joshua Lambert (SWAN) asked if this was technically possible. Matt Wier (Bridges) suggested that if it is possible, then we should move it. Owning library oftentimes uses the wrong band and this creates confusion. Sharon Upchurch will ask Gayla to provide a sample and send it to the list. We will discuss this at the next meeting.

D. Other announcements

Matt Wier (Bridges) reminded everyone that Webster has two different locations. Pay close attention to the location when sending materials to Webster.

Alice Ruleman (Quest) reminded everyone that if you receive something damaged to let the lending library know right away.

Sue Reed (Arthur) reported that Columbia College has requested students checkout from other MOBIUS libraries be increased from 10 to 35. Scott asked if they wanted a new Ptype. Mary Anderson (MERLIN) reported that students can be changed to 20 with the current Ptypes. Shuqin Jiao (SLU) pointed out that Merlin and SLU tried to increase number of books that faculty could check out to 50 Mobius items. This idea was turned down last year. Tony Garrett (MERLIN) pointed out that we have a lot of Ptypes and asked whether we want to complicate it more. He suggested taking it back to our clusters. Bonnie Sanguinet (Archway) noted that if one school changes their limits it affects all of us. Plus, if a student does not return any of the 35 books, the borrowing library is liable. Mary asked if Arthur would be willing to settle for the 20 limit for now. Matt suggested that we wait to see if 20 will do for Columbia. If not, we need to go back to our cluster.

E. Adjournment:

Tony proposed the motion to adjourn, and Matt seconded the motion.

V. Next Meeting:

We agreed to meet online. Sharon and Scott will look at the calendar and suggest some dates.