



QUEST CLUSTER

May 21, 2002

Duplicate Records

In the case of a duplicate bib record in the Quest catalog—which ever institution finds the duplicate record, can notify their cataloging department to fix it. In choosing which record to keep, the one with an OCLC # should always be maintained. Any local notes should be copies to the record being kept. Likewise, any subject headings that are not duplicated should be moved to the record being kept. Any questions can be addressed to the cataloging representative for the owning library (these contacts can be found on the Quest page of the MOBIUS webpage.)

Each campus needs to identify a cataloging contact and a circulation contact person (or persons). These should be communicated to the MOBIUS helpdesk so they can be posted on the Quest page of the MOBIUS webpage.

Error Reporting

The Catalog Design committee is discussing error reporting procedures for errors which affect accessibility. It was decided that Julie Karriker at CMSU will be the Quest error reporting representative. She will fix any errors reported. In the future, if this becomes an overwhelming task, we will discuss other options for handling this process. This information will be communicated to the MOBIUS helpdesk to be put on the Catalog Design page of the MOBIUS webpage.

Committee Representatives

Les Lynam is our cluster coordinator. He will be our representative to the cluster committee. Mary Slater has been representing us on the Electronic Resources Committee. Her term is up in July. Joy Dodson has been representing us on the Catalog Design Committee. Her term is also up in July. It was decided to let Mary and Joy both serve another two-year term on their respective committees. Linda will continue to represent Quest on the Access Advisory Committee for one more year.

Circulation items

CMSU is requesting that Quest book bands be developed and used. They should be white. CMSU will design the bands and submit them via email to the rest of the cluster.

Everyone agreed to send “paging slips” with requests instead of “transit slips.” Somehow this isn’t happening now and it is very helpful to have the patron information when the book arrives at its destination.

Pam Reeder brought an email from the EbscoHost company about linking to and from the OPAC. She will send the email to others in the cluster and we will consider it.

Future Cluster Meetings

It was decided that instead of making cluster committees, we would try to meet as a cluster about once a quarter. Whoever wants/needs to can attend and discuss issues. Next meeting was set for August 13 at Missouri Valley College Library, 10am.