

**Minutes**  
**Archway Public Services Committee**  
**April 27, 2001 – 1:30 p.m.**  
**Forest Park Campus – SLCC**

**Revised 5/10/01**

Present: Eve Diel (SCC), Jennifer Dodillet (ECC), Jan Earnest (SLCC-M), June Gill (SLCC-M), Genie Klein (SLCC-FP), Sue Morgan (JC), Janice Patton (SLCC-FV), Bonnie Sanguinet (SLCC-HP), Carol Warrington (SLCC-FP), Patricia Williams (SLCC-FV).

1. Minutes of February 16, 2001 were approved with the addition of “Review bib level holds periodically to clear or move them” at the bottom of number 2.

2. **Archway Cluster Meeting** - Bonnie Sanguinet reported on the Archway Cluster meeting that was held the morning of April 27<sup>th</sup>. The details of this meeting will be forthcoming in the minutes.

3. **MOBIUS Access Advisory Committee** - Carol Warrington reported that the lost book policy had been formally approved at \$100.00 plus \$20.00 processing fee. The new policy will go into effect July 1, 2001

- A new patron type for undergraduate students will be put into place for some institutions. Institutions may change their individual patron records to reflect the new PTYPE, that allows 20 INN-Reach requests. Archway Cluster will stay at ten (10) books. The MOBIUS Patron Table and Institutional Table were changed to reflect the new patron type.
- Book Bands are being re-designed. This new bands will allow space for institutions to be more specific about the required information for deliveries.
- The Access Committee is investigating the procedures for claiming books damaged in route by the MOBIUS delivery courier.
- The “Request Balancing Table”, which governs which institution/cluster will receive requests, has been reset so the 6 clusters live on INN-Reach for at least 6 months, will be at the same level.
- Institutions have the option of changing the price that may be charged back to the patron if an item is lost. For books that exceed the \$120.00 default price set by MOBIUS, institutions may put the higher amount in the item record.

4. **Returned Too Long Report-** Carol Warrington reported that libraries should check to insure that items have been returned to the owning library and discharged, and then call the MOBIUS help desk to have the items cleared.

**5. Pin Numbers** - Janice Patton asked for a discussion on the wording of the “View Your Library Record” screens. The following recommendations were made:

When creating a pin number (the “patroninfo” page) change wording on 2<sup>nd</sup> screen from “Please enter a new PIN” to “Please re-enter your new PIN for verification”. Change the wording for entering the new PIN from “Please enter a new PIN” to “Please enter your new PIN”. Change directions for entering SSN# wording on initial and 2<sup>nd</sup> screen to: “Type your SSN# plus your two-letter college code, EC,JC,SC,ST.”

Change wording on “Modify your PIN Number Screen”:

Add “PIN” after PERSONAL IDENTIFICATION NUMBER. Change “Enter or create your PIN” to “Enter your current PIN”. Change “Please enter a new PIN” to “Please enter your new PIN”. Change “Enter Your PIN” to “Enter Your New PIN”. Change “Enter Your PIN Again” to “Enter your new PIN”.

These proposed changes will be discussed at each institution and on the list serv. If all agree, Bonnie will take them forward to the Archway Cluster Advisory Committee.

**6. OPAC Issues** - Jennifer Dodillet asked that the banner on the title bar of the Archway Catalog be changed from “MOBIUS Red Cluster” to “Archway.” Bonnie will take this forward to MCO. Bonnie will also ask about defining tables in the OPAC.

**7. MOBIUS Users Group Meeting** - Pat Williams, on behalf of Stephanie Tolson, invited librarians to attend and participate in the “Reference Services Discussion” presentation at the MOBIUS Users Group Meeting on June 1.

**8. BI “Sharing Workshop”** - Jan Earnest asked for discussion on a possible bibliographic workshop for Archway Cluster librarians. All librarians expressed interest and a date will be investigated for Summer 2001.

**9. Sue Morgan** announced that MACRL division of the Missouri Library Association is sponsoring a pre-conference workshop on assessment in libraries. The workshop is scheduled for October 2, 2001 at the St. Louis County Library.

**10. The next meeting is scheduled for June 29<sup>th</sup>, 9:00 pm. at the Arnold campus of Jefferson College.**

Submitted by Jan Earnest, 4/30/01, Revised 5/10/01

