

Archway Steering Committee  
Meeting Minutes  
February 9, 2007  
St. Louis Community College - Meramac

Attendees: Donna Fitzwater (SLCC-M), Genie Klein (STLCC-M), Katy Smith (SLCC-M), Debbie Woolverton (STLCOP), Carol Bennett (SLCC-HP), Lisa Farrell (ECC), Jill Nissen (STLCOP), Sheila Ouellette (SLCC-HP), Jean Rose (SCC), Bonnie Sanguinet (SLCC-M), Kathy Schlump (ECC), June Williams (STLCC-FP), Patricia Williams (STLCC-FV), Jim Dutton (MCO)

The agenda was approved.

Minutes of the August 11, 2006 meeting were accepted as written.

Discussion items (listed by discussion leader)

**Release 2006 (Jim)**

Circulation enhancements

View cancelled and expired holds for a patron. (p.3-4 of circulation enhancements attachment) Default is 30 days, it was decided to match with limit of how long requests are held of 60 days. Can be changed later if longer time is needed. Verify with Jefferson, Jean will request change of 60 days.

Select hold and transit slips. This is a cluster decision and only STLCC uses receipt printers. Keep as it is, can be revisited if others purchase receipt printers.

Charge type and payment note included in fines paid file. (p.6-7) Include payment note of Waived and Paid by another institution. Verify with Jefferson, Jean will request change of note.

Notice printing history, including count of notices by type and location (p.9) Yes we want this. Verify with Jefferson, Jean will request change of printing history.

Reinstate fines that have been paid. (Institutions decision.) (p.5) Yes, we want this. Verify with Jefferson, Jean will request change of reinstate fines.

We can suppress the choice to put on holdshelf or set in transit when an item with a hold is checked in. If the holdshelf is not at the checkin location, the item is set "in transit" without asking. (p.1-2) Problem is with those not a First Choice stop and use internal mail to move MOBIUS books between campuses. Jim will clarify if "in transit" can be clarified to determine if it means in First Choice or also incampus transit. On hold, no action.

Discussion about Templates and Create List - Templates count as one of your create lists. The authorization of 18 allows current access, however authorization of 640 would only give access to run templates and change value A or B. Such as a student running a certain create list every month. They can not create query or work on other lists. We decided to leave the authorizations as is for the time being.

Serials tickler function. This would create a future e-mail be sent regarding this journal title. (Such as those ordered individually) Yes, we want this. Verify with Jefferson, Jean will request change of tickler in Serials and already confirmed Acquisitions.

Carol mentioned a known issue on CS-Direct about transferring items or orders and they are sometimes lost in Millennium, for the time being use Guicat .

Jim mentioned some circulation options are now option groupable. Jim will send e-mail about options. We can plan a meeting later to discuss.

### **WebPac Pro**

It cannot be on the staging server and there is no going back. Some changes are 50 results per page and keyword searching results are in order of relevance and then date. Relevance is determined by keywords in certain fields. 5 bars means keyword in field a of the 245, 4 bars in b of 245, 3 bars in 5xx or 6xx, 2 and 1 bar recreates the search as Boolean.

Not available for MOBIUS but ready for clusters. Do we want to be the first to go? Yes, we want this. Will verify with Jefferson, Kathy will request change to WebPac Pro. Jim can set up a Centra session for changes. See attached for lists of other catalogs using WebPac Pro.

Include the Limit Search to Available for Checkout box on OPAC. Yes, we want this. Will verify with Jefferson, Kathy will request change to Limit to Available.

### **Material Booking WebPAC (Jean)**

Would show on all catalogs but could be limited by those not allowed to book by location codes. Not much interest from other institutions, Jean will see if SCC is still interested.

### **Cover Art (Jean)**

Viewed catalogs that have it available through Amazon and Syndetic Solutions. Will refer to Public Services Committee for further investigation on whether or not Cover Art and if so which vendor. May want to wait until WebPac Pro is up and running.

### **Material Type Field Opac Display (Carol)**

Change from Computer File to Electronic Resource: Yes, we want this. Carol will request the change.

### **MAAC Issues (Bonnie)**

#### **Tracking items within bags**

Libraries have internal system that works, SCC showed interest in the Access database. FP and STLCop's First Choice Courier has a scanner and scans each bag. Other couriers do not have scanners. Bonnie stated a new vendor for the scanner system has been chosen by First Choice.

#### **Circulating A/V items in INN-Reach**

Discussed concerns with circulating A/V items. Damage, size of collection, funding (who purchased the A/V), replacements can be hard to find. Galahad

and Towers clusters circulate A/V within their cluster. We could limit by ltype of 99 for certain collections, such as not allow feature films to circulate.

#### **Cluster decisions on replacement costs**

Libraries have varying standard costs that prints on the bill but all will negotiate for replacement or cost. Most prefer replacement over cost of replacing.

#### **30 item option for grads and undergrads**

No, keep it as is.

#### **Eliminating MOBIUS book bands and reconfiguring paging slips**

No, keep it as is. The book bands are a visual clue to the movement of the book. Discussion about creating a different type of book band other than out of paper.

#### **Agency software**

Powerpoint presentation about the Agency software with general timeline of over the summer to change. Agency format is each library named versus the cluster.

#### **Archway & MOBIUS Advisory Committees (Kathy)**

Tabled for next meeting

#### **Committee reports**

##### **MOBIUS Users Conference Advisory Committee (Katy Smith)**

November 17, 2006 meeting, the MOBIUS Executive Committee voted to make the MOBIUS Users Conference Planning Committee an advisory committee and approved a name change reflecting this status to the MOBIUS Annual Conference Planning Advisory Committee (MACPAC).

2007 conference is June 5-7, 2007 at Tan-Tar-A Resort. Theme is MOBIUS 2.0: Designing Our Future with keynote speaker Susan Nutter. Each institution has two slots for the free accommodations. This is two people per room, not two rooms per institution. A single person room will cost ½ of the total room. Other features are in complete report.

Please respond to Katy with concerns or comments about making it a 2 day conference in the future.

**Meeting adjourned due to time (12:15)**. All other committee reports summarized by Lisa as they were submitted by e-mail. Complete reports are attached.

##### **Public Services (Donna Fitzwater)**

No report provided

##### **ArchTech (Carol & Jean)**

Held September 29, 2006 at SCC. Standards set for award notes for children's books and Academy Award best picture winners and nominees. Discussion of use of Z and S for reserves and vertical files in Archway. LC 856 links are cluttered in the catalog but will be maintained for future improvement. The "link to web version" text will

be removed. It was agreed the share location should be added to free electronic access of cluster wide interest.

**MAAC** (Bonnie & Pat)

Revised Lost Book Policy – A MAAC subcommittee brought a draft of the revised policy to the July 11, 2007 meeting. The subcommittee wants to move MOBIUS Policies and Procedures more in line with ILL traditional procedures as recommended by ALA. A member of the subcommittee was to submit the updated draft to the committee via email and we would approve it.

MCO Update – ILL software update to Millennium 2006 will be scheduled in December after all hardware updates have been completed. Abby Rimel will focus on updating the MCO website

Cluster updates – New Missouri River Regional Library director is William Rogers, William Jewel's new director is Dr. Hugh Stocks, Central Missouri State University has changed its name to the University of Central Missouri, UM – Kansas City is getting Illiad.

Lenders of Last Resort – Southeast Missouri State University, University of Missouri – Columbia, UMC – Health Sciences, Northwest Missouri State.

Updating MAAC Procedures will begin updating procedures after the 2006 upgrade.

Courier Update – 88,000 bags have been moved since July 3 (more than 1,000 bags a day). There have been 51 problem reports. The online bag tracking system, which was promised by First Choice, has failed with their original software vendor. They have changed vendors and will begin the process again.

Tracking items within bags – Scott Britton demonstrated the Access Database that Southeast Missouri State has developed.

Circulating AV items in INN-Reach – MAAC will begin discussing the possibility of circulating non-book items.

Cluster decisions on replacement costs – There is an agreed upon replacement cost for lost MOBIUS materials. What is the situation in the Archway Cluster? Did we decide upon a standard replacement cost or is every library doing something different?

**MCAG** (Kathy)

No report provided

**MCDAC** (Carol and Jean)

November 17, 2006, Numeric Dutch subject headings: Policy is to retain all OCLC subject headings but these heading are confusing. Members will look into this question and it will be discussed at the next meeting. [Archway has removed these from the keyword index but they still display in the OPAC.]

Bulgarian language limit: There may be a need to add Bulgarian and other language limits in INNREACH. This will be investigated.

Indexing of MARC 780 and 785: These are not indexed in the central catalog but clusters are free to index them if they wish. [Archway indexes some of them according to the MARC indicator 1.]

MOBIUS limit by location: This will be implemented in the central catalog. [This has been done, you can now limit by cluster.]

**MCMAC** (Stephanie)

MCMAC launched the smart buying plan with YBP July 1, 2006. Fifteen MOBIUS libraries have signed up as customers and 5 new slip plans have been written. MCMAC will begin planning a user survey as its initial assessment of YBP at its March 2007 meeting. Possibility of MCMAC presenting a panel at MOBIUS conference about the user's point of view in using YBP smart buying plan and the OCLC Collection Analysis product and possibly a post-conference session by YBP.

Anne Barker, provided an update on the Collection Analysis Project. [Collection Analysis Report #1](#) (on the MCO site user login is required to access it). Next meeting is March 22, 2007 at MCO.

**MERAC** (Sheila & Jill)

Videoconferencing meeting held February 6, 2007.

The Committee discussed the draft of the limited license resource proposal it plans to submit to the MOBIUS Executive Committee. The proposal is asking that resources with limited simultaneous users purchased under the Database Cafeteria Program be excluded from the general search categories of libraries using federated search engines. A suggestion was made to post the URLs provided by the vendors for training and instruction of these databases on the MCO Web site, in order to facilitate the use of vendor-supplied training logins. The members agreed. The MCO MERAC liaisons will investigate and suggest an appropriate place behind the Web site login.

MERAC-L contacts will receive a copy of meeting minutes after they have been approved by the committee online.

The next meeting at the MCO Office on July 10th.