

## Notes from coordinators meeting April 7, 2000

Present: Inas El-sayed, Georgia Baskett, Brenda Ragan, Joni Blake, Marcia Stockham, Jim Dutton, Mark Wahrenbrock, Robin Kespohl.

### 1. INN-Reach issues:

What to do when items intended for another site arrive via Lanter:

If the sending library is part of Arthur, call and clarify where the item is to go

If the item is from outside the cluster, return it to the owning library with a note of explanation.

We would like some guidelines on this question from the Access Advisory Group.

Robin reminded us that everyone should be printing paging slips each day.

Everyone is experiencing bag shortages. Marcia will send a message from the ARTHUR group to MCO to see if there are plans for obtaining more bags.

The new function that appeared with INN-Reach (send group records to MOBIUS) will be used primarily by MCO or III to send a file of records to INN-Reach. Robin will use it to re-send the Childrens subject headings records.

Mark is still clarifying some of the questions remaining from training (deny if locally available, accepting a second request immediately after the first). The answers to the other questions were sent out via email. There is some question whether the paging slips for INN-Reach are printing correctly. We all need to check them in the next few days to see if they "creep" or print properly and let Mark know what is happening.

The consensus was to use green book bands for all MOBIUS exchanges (including the cluster) until we hear something different from the Access Advisory Group. [Addendum -please note. The following clarification was received from Judy Fox, chair of the Access Advisory Group: The green bands are for MOBIUS loans \*outside\* a cluster only. You can do whatever you want within the cluster. Judy]

Generally, the feeling is that INN-Reach is working well, and we have already had quite a few requests from the other clusters. Only a few of the test requests have arrived at the Arthur libraries so far.

### 2. Circulation Issues

The cluster loan rule needs the following settings:

No. of notices 3  
1st overdue 1  
2nd overdue 7  
3rd overdue (billing) 7

Changing absolute dates for a loan rule: We were not able to find a clear answer in the manual. Jim will test changing a loan rule to see what the impact is. The other alternative is using a new rule with the new absolute date, and changing the rule selection table.

### 3. View system messages

The messages currently in the file are caused by the previous "reserve" location from Lincolns records. The consensus was to monitor the file, and decide whether we need to have it archived on a schedule. If there is a message that we need to see, (for example an error in rapid updating), we should get a warning to view system messages.

#### 4. MOBIUS Catalog Design Advisory Group

The charge for the group was reviewed. There were no volunteers to replace Jim, so the coordinators will seek volunteers from their sites. The consensus was to have someone identified by our next meeting so that he/she can attend the MCDAG in June. We will also accept volunteers for coordinating the ARTHUR Technical Services group at our next meeting. Jim reported that the group had decided that no subject headings should be stripped from records. Even if they are not currently being used, the headings should remain in the record. The childrens subject headings were stripped off Arthur records when added to INN-Reach, but they will be added. As of now, the priority order for master records is 1) MERLIN, 2) WASH U, 3) ARTHUR. The group is still discussing the 856 field issue. There is probably no way to change the location of that link in the WEBPAC display.

#### 5. WEBPAC

Robin learned that we can change the fields that display in the WEBPAC above the holdings record. Currently the fields are author, title, and publisher. We need to look at, and if we want a change, we can let Robin know. We also need to turn on the function that allows clearing of private information (name, ID, etc.) from the WEBPAC. [Robin later found out that this has already been done]. We should look through WWWoptions in the user's manual to see if there are other changes we would like to make.

#### 6. Update B

Everyone should review the release notes from Update B. There are some bug fixes and some enhancements included with the update. The document can be found at [http://csdirect.iii.com/csd/release\\_notes/updateb.shtml](http://csdirect.iii.com/csd/release_notes/updateb.shtml). Some of the old serials problems should be fixed. Stephens still has some read-only records, and Columbia still has some scoping problems. Lincoln has some duplicate records.

#### 7. Searching on WEBPAC

Joni discussed the WEBPAC problems noticed at William Woods. After doing several scoped searches, the catalog arbitrarily starts an unscoped search. The feeling is that this has only happened since update B, but she will verify and report the problem to the help desk.

#### 8. MOBIUS Annual Meeting

Marcia reviewed briefly the topics that she will be co-presenting at the MOBIUS Annual Meeting on June 2, and asked for input or "recollections" to clarify the decision-making process of the cluster.

#### 9. Printing Notices

Everyone was reminded to clear the print notices as soon as possible so that the other sites are not waiting to print. This seems to be more of an issue with the INN-Reach paging slips than the overdue notices.

#### 10. Create Lists

There was discussion about being able to export create lists. We were unable to locate the function on the Create Lists Menu. Robin will research the options. [Robin has since sent the following message. There are two new options on the Create List Menu: X > EXPORT your review file (this will only appear for a bib list and is for bibliographies). U > Output USER-selected format (this is the delimited option). See Users manual record number 12,689 for the explanation.]

#### 11. 229 fields

Robin reminded us that we can add 229 fields in the serials bib records to facilitate easy title searches. For example, "Choice" as an addition to the current "Choice Chicago Ill".

#### 12. MOBIUS Union Catalog:

When we requested a link to ARTHUR from the MUC, the office realized that some changes will have to be made to that page. Gary may temporarily add an ARTHUR link to the bottom of the page until the Design Group makes a recommendation, but it will be too cluttered to have links to each cluster. One idea is to have generic wording for the home page, and a link to a separate listing of each of the MOBIUS libraries and their links. For those of us who would still like a direct link to Ellis Library, we can request that Gary add it to our search menu. Marcia will request that the current link from ARTHUR go directly to the MUC instead of the MOBIUS home page.

#### 13. Next meeting

Because of finals week for most of us, the next meeting will be held Thursday, May 11, instead of the first Friday in May. We would like to encourage circulation people to join us for the afternoon session. Because of the conflict with the MOBIUS annual meeting on Friday, June 2, we will reschedule our meeting to June 9 (tentative).