

## Notes from Coordinator's meeting March 3, 2000

Present: Georgia Baskett, Joni Blake, Jim Dutton, Inas El-sayed, Marcia Stockham. Robin Kespohl and Mark Wahrenbrock attended until the MOBIUS Council meeting started.

1. Order record display - Robin will send the request to III that allows the order record to display in the OPAC for 30 days from receipt. If the item is cataloged in less than 30 days, the OPAC will show both the order and item record. If the item is not cataloged within 30 days, the patron will be able to retrieve the bib record, but no item record. The cluster will try this option for a while. It can be changed if we find it causes problems.

2. An earlier decision to include subfield v and x in the series title index was revisited. We decided to de-index those fields if there is an opportunity when the new keyword search is added to the system. If there are any other changes we would like, we need to make a list. These will only be made if there is not a separate charge for changing.

3. Children's subject headings When using GUIcat, and inserting new children's subject headings, Jim got a message that indicated they were not associated with a valid Innopac field tag. The tag to choose is "m".

4. Specific questions about available statistics:

a. Serials piece count does not subtract the issues previously counted once they are sent to the bindery.

b. Create lists can be output to spreadsheets to assist in counting.

c. There are a variety of statistical reports that can be obtained in the telnet version of Arthur. (M->S).

d. Decided to add another line to the Access Group's table for statistics titled Arthur. We will gather these statistics as asked for until we get more specific instructions from the access group. We believe that the report entitled "Requests by OPAC users" in the telnet version will provide the figures for loans within Arthur. We are still looking into the exact numbers needed for this report.

5. Notices Columbia is still having printing problems with page breaks. They will try to upgrade the telnet software to see if it solves the problem.

6. Cluster Loan rule - Each site needs to have the cluster loan rule point to the generic text for holds (number 44) and time to pick up (part 13) should be set to 7. It also needs to reflect the directors' decision to charge \$50 for replacement fee, and \$20 for processing fee, both of which are refundable. The minimum use will be set to 21 days, eligible for recall 9 days, and time to return 7 days. It was suggested that each site clean up appropriate parts of the outstanding holds list.

7. Marcia will send the remaining webpac requests to the help desk. We still need the examples for each site added to the patron review screen. Stephens and Lincoln would like a way to return to the catalog after searching EB.

8. There is a question about checking out items with the "campus only" status. The default answer to the question of changing the item status is yes. Jim will do a test to see how this works before we pursue asking to have the default changed.

9. The MARC tag should be used when entering a call number in the item record. Most everyone is also using subfield b when cataloging.

10. The label queues will be assigned as follows: 1-2 to Columbia, 3-4 to Lincoln, 5-6 to Stephens, 7-8 to Westminster, and 9-10 to William Woods. There is a question as to whether free text (such as "REF") can be used at the label prompt. It seems to expect a MARC tag. Marcia will ask Robin for clarification.

11. We will each check our MilSer for choice of system printers. At Westminster, pressing the print button displays Lincoln's printer choices.

12. Jim mentioned he is having trouble updating GUIcat. There was discussion as to whether it could be used on a network so that templates could be shared.

13. There was discussion about cooperative purchases for the green book bands and the PO forms for acquisitions. It was decided that each site would purchase green paper. Marcia will ask Robin and Mark if the MCO office might be willing to print the PO forms and sell to the member libraries, or if other arrangements can be made so they don't have to be purchased directly from III.

14. It was decided that middle initials for patrons in the database would be helpful. Lincoln and Westminster currently use them. The other sites will look into adding them.

15. Marcia will send files of the cluster minutes to the MCO help desk to post on the Cluster webpage. Jim will update the personnel chart to send along with cataloging standards.

16. The next meeting will be April 7, 9am, MCO.