

Notes from Coordinators Meeting, February 4, 2000

Present: Joni Blake, Inas El-sayed, Georgia Baskett, Mark Wahrenbrock, Jim Dutton, Marcia Stockham

1. Mark reminded everyone to pick up MOBIUS fact sheets to distribute to people on campus.
2. Acquisition work sheets were reviewed. Mark will try to clarify with Innovative our questions about option group interpretations. There are slots available for system printers to be added for each site. The specs for supported printers can be found on the Innopac users web page.
3. Acquisitions training will be held Feb. 15-17 in Clark Hall on the MU campus. Mark will be sending parking permits and maps to trainees. INNreach training is tentatively set for March 22-23, location to be announced.
4. Joni reported on items from the Access Services Group of MOBIUS.
 - a. The coordinators supported the concept of the committee proposal suggesting a range of limits, with each site mapping their patron types to certain limits. This concept will allow each library control over how many items their patrons could request. Gary Harris explained how the system would work for us and pointed out that if patrons are blocked at their home library, they cannot borrow from INNreach. The limit for INNreach counts only virtual items - the number is not added to the "real" items borrowed from the home library. The two are separate.
 - b. The group will be distributing a survey to member libraries to assess the current use of ARIEL for document delivery. There will also be a uniform statistic sheet used to tabulate ILL figures.
 - c. All INNreach libraries should use a green book band when sending items to each other. Joni shared a sample of one currently in use.
5. Call numbers will be changed to display after the location in serials records.
6. Order records will remain in the Webpac for two weeks after receipt of item. It will then disappear, whether or not the item is attached. Robin has since sent a request to III asking if there is a default option of displaying the order record until an item is attached.
7. Information to be posted on the Arthur webpage needs to be submitted to Bob. This includes notes from meetings, standards, etc.
8. The next meeting is scheduled for March 3, 9am at the MCO office. That is also the day for MOBIUS Council meeting, so we will be in the small conference room.

Circulation Discussion Group

Present: Joni Blake, Missy Martin, Inas El-sayed, Susan Cable, Georgia Baskett, Betty Kite, Mark Wahrenbrock, Jim Dutton, Mary Batterson, Marcia Stockham

1. When a student from another site uses the library, these are the ID numbers to use:
Columbia - the typed number on front of ID - not the barcode on back
Lincoln - the barcode on card
Stephens - the student id (social security number)
Westminster - barcode on back
William Woods - barcode on back
2. We should not override each other's records. If there is a question, call the home library. Patron record input and maintenance is up to the home library as well.
3. There was discussion of ways to manage reserve records and the easiest way to enter them in the system.
4. It was decided to not use colored book bands within the cluster for the time being. The lending library will put the paging or transit slip in the book when they send it to

the borrowing library.

5. Patron loads are in various stages of completion.

6. When creating item on the fly in MilCirc, do not use the return key - it throws the system into a loop. Use the mouse to click the button instead.

7. When a patron from another library requests an "available" book, but it can't be found on the shelves, we need to cancel the hold and notify the requesting library.

8. Mark has necessary information so it is OK to clear our billing queues.

9. Everyone must print paging slips at least once a day.