

October 25, 2001.

Notes from the Arthur Public Services meeting, Thursday,

Present: Connie May (LU), Lucia D'Agostino (CC),
Tena Barratt (WW), and Nina Stawski (SC).

Please welcome to the Committee, Tena Barratt, Reference Librarian at William Woods University.

Old Business:

The new Chair Person for the Arthur Public Services committee is Lucia D'Agostino from Columbia College. Nina Stawski will continue to take minutes for the Committee.

The Arthur Public Services committee will be asking the MCO Office to make changes to the web page in light of membership changes. Nina will coordinate the updating of information so that all the committee-related changes will be made at one time instead of piecemeal.

The Committee again discussed the issue of the addition of the quick search box to the Arthur webpac main menu. The Wilo and Lance quick search features were compared to Arthur. The Committee decided not to have the quick search box on the Arthur main menu for the following reasons:

- Students/visitors may not understand what they are searching.
- Pull down menus become choices that slow down the efficiency of a quick search feature.
- Many new students or visitors to the webpac may not know what pull down menus are/how to change them. (Reference librarians see this all the time).
- The quick search default is usually all libraries in the cluster. If students do not understand this aspect and then choose accordingly they may be wandering around the library with a call number in hand for an item from another institution.

- The Arthur main menu as it stands now forces students to choose a library. This helps insure that they will tend to search their own collections first.
- Two Arthur libraries have customized the Arthur search page for purposes of, again, insuring that the correct collection is being searched; or with customized searching so that all options are clearly laid out and no pull downs are needed--you just click on the type of search function wanted (students do not normally see the Arthur main menu at this web site).

New Business:

Members discussed what procedures are used to check out materials to guests at their individual libraries. Libraries exchanged information about what their P-types were called (something like guest, courtesy, or community patron), also the scope of lending--what groups were included or excluded, what collections or types of materials can these individuals access, the amount of materials allowed to circulate, and how overdue or missing materials were handled.

Library promotion and marketing has been addressed as a topic by this committee before. Some thought will be given by members for the next meeting as to whether Arthur will be promoted for National Library week in the spring. Or perhaps whether something like an Arthur and/or Mobius plastic bag given at the Circulation desk to patrons in inclement weather might be a project to consider (should the committee have an interest in tackling such a project it would, of course, necessitate obtaining permission and approval from the Arthur Site Coordinators and the Mobius Office).

There was also an impromptu discussion about the Advanced key search feature in reference situations.

The next Arthur Public Services meeting is scheduled for Wednesday, January 16th, from 1:00-3:00, at Lincoln University.

Respectfully submitted,
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