

Notes from ARTHUR Cluster meeting May 11, 2000

Present: Inas El-Sayed, Brenda Ragan, Georgia Baskett, Joni Blake, Marcia Stockham

1. Follow-up on items from last meeting:

- a. The MCO is ordering more MOBIUS bags to be distributed in the same proportions as the original order.
- b. Jim reported that one of the III trainers had told him that it was OK edit the current loan rule when changing absolute due dates for faculty. Joni and Marcia revised their rule selection tables to point to a new loan rule with the new date (the procedure suggested by our trainer) which also works.
- c. The WebPAC is still dropping scopes, which is apparently a known bug that III is working on.

2. WWWoptions - Since these were not thoroughly explored when we set up the webpac, Robin suggested we look at them again, especially the extended display options. Marcia will send an action item request to the help desk asking for the following: Use extended=3 (title, year, location, and call number). Also, make the extended display the default when using call number index for Dewey and Government Documents. Currently, the default is "brief" for these two indexes, but "extended" for LC call number.

3. Standing orders and monographic serials - Reconfirmed the decision to suppress master bib records for monographic serials. For example, the master bib for "The Reference Shelf" would be used for serial control, but suppressed from public view. For serials in general, item records should be suppressed or deleted. For example, Contemporary Authors could have a "library has" statement listing the volumes, and all item records can then be suppressed. Clean-up needs to be done as we can get to it. Wm. Woods and Stephens serials records should be loaded in the next few weeks.

4. Committees and advisory groups - Inas volunteered to replace Jim as the ARTHUR representative to the Catalog Design Advisory Group. She will contact the chair to let her know of the change in representatives. Vandy will act as coordinator for the ARTHUR technical services committee. Joni reported that the last Access Advisory Group meeting was productive. Books which arrive that are not meant for the site (wrong address, no holds, etc.) should be returned to the lending library for clarification. Judy Fox is adding INNReach procedures to the web page so that everyone has access to them. Lending and borrowing statistics are being gathered slowly.

5. INNReach several problems were discussed. (MU student Ids are not recognized in MilCirc, holds can be broken if items are checked in instead of out to the remote library, items are still arriving at Columbia as the default pickup location). Georgia noted that there are fewer problems using the telnet version than MilCirc.

6. Renewals for cluster patrons If the book is overdue (but not yet billed) it can be renewed by the borrowing patron (the system will allow this function). If the item has gone to billing, the book should be returned to the owning library, and the patron may re-request it. For the cluster loan rule to work as intended (30 days plus 15 day renewal) we should not override it. Georgia discovered that she could renew a MOBIUS book from the PAC. Since we all understood that these books were not supposed to be renewed, she will report the details to the help desk.

7. Spine labels printing The names of the label cues are not changed, but they do

remain assigned as we decided previously. We went over the process for label set-up to show the options. Brenda said she can print labels with Guicat, so we will try to find out the setup from Jim. For records downloaded into the database from sources other than OCLC, the site code in Icode 1 is still needed (provided the records have an OCLC number).

8. Status "campus use only" - There is still no answer to the question of the default button being changed to a "no" when asked to clear the status of the item at checkout. Marcia will send to the help desk and/or ask Jim if he has found out anything. [Note: Jim is planning to ask a III trainer about this next week]

9. The library directors met briefly with the coordinators to discuss the issue of pickup location choice within ARTHUR. Currently, the system assigns pickup location to that of the patron's home library. The MOBIUS Union Catalog gives the patron a choice of location within the ARTHUR cluster. It was recommended that we turn on the choice function as a trial for a semester or academic year in order to measure the effect of change on workflow for each site. Some system statistics show that there is currently very little use of Lincoln's collections by the Wm Woods and Columbia grad students living in the Jefferson City area. However, these numbers did not include the Columbia undergrads using the Jefferson City and Lake Ozark sites. The directors asked for these additional statistics and Marcia and Inas will prepare them. There is also a canned report that shows which location codes different patron types have borrowed from. The directors decided they wanted to see the statistics before making a decision.

10. The next meeting will be held June 8, 9:00 am at MCO.

Circulation Discussion

Present: Georgia Baskett, Brenda Ragan, Brenda Chapman, Inas El-Sayed, Joni Blake, Marcia Stockham, Mary Batterson, Missy Martin

1. ID number on billing notices - Several people indicated it would be helpful to have this information. Marcia will contact the help desk to see if it is possible. The number would need to be placed near the bottom of the bill by "total owed" so that it does not show by the name and address because the notices are not always in envelopes. [Note: Mark confirmed later that this information could only be placed in the address block. The helpdesk was not asked to start a call at this time.]

2. Expired holds -Missy has noticed that bib-level holds do not always go to the next available item. She will keep an eye on this problem and call the help desk with documentation and examples if it happens again.

3. Printing circ notices - Stephens notices are creeping again. Mark is checking the settings in III. It was also suggested to check font settings in the telnet software.

4. Due dates on cluster items - Do not place stickers in books that don't belong to your library. We should all use the existing date due slips, or include a printout of the date due in the book when checking out books from another site.

5. Bills for cluster patrons - The bill should go directly to the patron, and a copy to the patron's home library.

6. Replacement costs for non-ARTHUR (MOBIUS) libraries - Joni shared a draft of

guidelines from the Access Advisory group. If an item is lost, the owning library should have the option to accept one of the following:

- a. Replacement copy plus \$20 processing fee
 - b. Books In Print cost plus \$20 fee
 - c. If not in print, \$20 fee plus 15cents per page not to exceed \$120.
- The owning library can refuse these options if they want and collect the full \$120. The INNreach bills will always use \$120 per item.

7. Discussion of "notes" for requested items - Examples would be if someone only wanted a specific volume, or only wanted a critical essay book if it included chapters about a specific short story. This could save the effort of packaging the book, sending it off, and then having the patron say they don't want it. Marcia will contact the help desk to ask them to include the "special instructions" box as part of the request screen (as it now appears in MOBIUS, but not in ARTHUR).

8. Mary volunteered to coordinate the circulation committee (arrange for meetings, prepare agenda, etc.) There was no definite time set for the next meeting.