



**Minutes of the**  
**ARTHUR Coordinators Committee**  
**March 11, 2011 at 9am at Columbia College**

**Members Present:**

Member Institutions

Columbia College  
Lincoln University  
Missouri State Library  
Stephens College  
Westminster College  
William Woods University

Kathy Renner  
Corrie Hutchinson  
Inas El-Sayed, Co-chair  
Nason Throgmorton  
Vandy Evermon  
Tom Schultz  
Tom Leimkuehler, Co-chair  
Genevieve Dazet

Westminster College  
Stephens College  
Lincoln University  
Columbia College  
Columbia College  
William Woods University  
Missouri State Library  
Missouri State Library

**Guests or Proxies Present:**

Scott Peterson

MCO

1. The meeting was called to order at 9:13 am.

2. New Business

- A. Combined Technical Services and Coordinator committee charge: Tom L. brought up a rough draft he had composed combining the charges of the separate committees into one. Certain charges were made more broad to be more inclusive of the new combined duties. A recommendation of the charge was discussed with the idea in mind that the Arthur Director's were reviewing all charges of committees in Arthur. Issues discussed include:
1. Who should take the minutes? It was decided that the incoming chair would take the minutes and submit to the committee within two weeks of the meeting and post online within 30 days.
  2. Organization of the website. It was decided that we should investigate having a separate page for policies and procedures of the new committee. This site would house the documents currently listed under the Technical Services committee, but in a more clean and user-friendly way. Scott, in cooperation with Genevieve, will look into how we can accomplish this and get back to the committee.
  3. Who will be chair in FY12? In the rotation for the Coordinator, Stephens College is next to be chair and for the Technical Services Committee is it the Missouri State Library. It was decided that for FY12, Stephens will be chair and begin the alphabetical rotation from there.
  4. Who will be chair when an institution has multiple representatives? The committee discussed and decided to make the ownership of chair responsibilities that of the institution. For example, if Columbia College has two representatives and it's their turn to be chair, they can decide to have one chair or two co-chairs. The institution is then responsible for communicating the decision to the committee after the first of the year they are to serve.
  5. Discussion of wording for meeting frequency was discussed. It was again decided to have 4 scheduled with only 2 required and to leave the option of face-to-face or online up to the committee and/or chair.



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6. What should the name of the combined committee be? Possibilities included Technators, Toodinators, Cordinals, TSC, and the final choice of CTS (Coordinator & Technical Services).
7. A quorum. Notes were added saying a quorum (4 institutions) was necessary to vote on issues.
8. Listserv. As there is currently only one listserv for the Arthur Coordinators, the combined committee will continue to utilize it.
9. Qualifications. It was decided that the only qualifications for being a member of the committee were that you were an employee of the institution you represented and were chosen by the director of said institution.

A motion to accept the charge was made by Corrie and seconded by Nason. The motion passed and the charge will then be sent on to the Arthur Director's Committee.

- B. 099 (Local free-text call number) in item records. Discussion followed on how different institutions use the 099 field in item records depending on the format. Columbia College mostly uses them for electronic resources where other institutions use them for specific questions. As many practices are currently in place, a standard could be decided.
- C. Tom S. gave the committee an update on the Project Gutenberg records. His investigation into the records showed them to be a worthwhile project and wanted to know if other institutions wished to load them. There was interest by all institutions, but some hesitation from the State Library. The records are possibly in conflict with set policies and they need to investigate the project further before wanting the records loaded into their scope. All other institutions were interested and preferred to have them loaded using item records (as the Wright American Fiction collection was loaded). Aside from the State Library needing to make further inquiries, the committee would like to recommend and move forward on loading the records.
- D. Some inquiry into the existence and possibilities of a URL checker in Millennium was raised. Scott will look into it and get back to the committee.
- E. The committee also discussed possible e-books from the Library of American Civilization collection. Scott said that MERLIN had loaded records from the collection and would look into the matter and report back.
- F. MARS Reports. The committee discussed the R10 MARS Report and its use. There was also discussion on the new change in formatting of the MARS Reports mostly recently received from Backstage. The changing of the formatting has made it difficult to divide easily among institutions. There was some question as to how other clusters divide the reports. It was decided that inquiry would be made as to how other clusters deal with the reports and Scott will inquire to Backstage on the options for formatting of the reports.
- G. Scheduler. There was some confusion as to the basic needs and set-up of the tool, which Scott was able to clarify. A question from Columbia College, and of interest to others, is the ability to set-up the Scheduler to look for files daily, but allow institutions to decide exactly when to make a file



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available. The concern is that there is greater need at different times of the semester for loads daily than others (i.e. the beginning and end). Can the system be set-up to accommodate those changes week to week? Scott will make inquiries and report back to the group.

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- H. 440 vs. 490. Inas stated there was some concern that 440s changed to accurately be 490/830 combinations were being mysteriously returned back to 440s. There is also some confusion on how the system treats and changes 440s. The 440s also do not seem to be accurately treated in the MARC validity table. Scott will look into both issues and report back to the committee.

### 3. New projects

- A. Westminster College has recently received a large Africana collection. They are about half way through adding the materials to the collection.
- B. The State Library will be hosting an intern from Germany next week for a couple of weeks. The student is a library services student who will be following staff and observing.

4. The meeting was adjourned at 11:09 am.

5. Minutes are submitted by Corrie Hutchinson, 03/11/10.