

Arthur Coordinators Meeting for April 3, 2007
Meeting at: Westminster College, Rm 302

Lynne at Mobius presented the WebPAC Pro using the Merlin and Archway Cluster decisions and Coordinator recommendations to Public Services on WebPAC Pro. "WebPAC Pro offers improved information retrieval using RightResult search technology. It allows for customization of content and features. The software will give enhanced patron access in the OPAC. It is part of the 2006 Millennium Release." Work is still being done within as per the design and decision making process of the cluster. The Arthur Coordinators were very impressed with its design and the improved overall look. We recommend it heartily to the Reference Committee and the directors and look forward to seeing it as part of our service to our patrons in the near future.

Questions about the authorizations and what they do as per the new products that are being introduced in Innovative were discussed. We seem to be in good shape for what products we own at this time.

Arthur Meeting:

Packet of handouts, screen captures, etc. were given to each member attending to assist in reviewing topics. These were helpful as per the weather being stormy. All coordinators were in attendance: Tom Schulz from William Woods, Tom Leimkuehler from Missouri State Library, Nason Throgmorton from Columbia College, Inas El-Sayed from Lincoln University, Corrie Hutchinson from Stephens College, and Corinne Caputo from Westminster. The meeting was hosted at Westminster College due to the renovation project that Mobius is involved in at the present time.

Members introductions were made as this was the first meeting for Corrie Hutchinson and Tom Leimkuehler.

MCDAC Committee was the only committee that met recently. Jean Pace sent the unofficial notes since she was assigned to the committee. We were interested to know that the Agency software had verbally been approved and that various efforts are being made to clean up the authority control in the Mobius database. We also felt that the Merlin record export setting for our patrons would be greatly appreciated. Jean Pace sent the notes to Corinne so that the Coordinators would have the information.

Topics of interest:

IUG member enhancement voting is now going on. Due May 4th. The list prints out to about 38 pages: <http://innovativeusers.org/enhancements/2007/index.html>. The membership directory for membership number, if needed, is found at <http://innopacusers.org/membership/directory>. Members were encouraged to get their vote completed.

Authorizations.

Adhering to guidelines established by MCO as to who should have what authorization was discussed. Initials will be removed from the unassigned authorizations. The path in the Millennium Circulation Module is: Admin/Passwords and Authorizations. It is easier to see the blank authorizations in Millennium than telnet. It creates a problem for future authorizations as limits are placed as to who has access to what. We may not want just anyone to have access to some new authorizations. Some authorizations are strictly Mobius only. Having slots empty with people assigned to them is not practical and certainly not encouraged by Mobius members. Those initials need to be cleared out and the slots completely empty of assigned individuals. A screen capture of the problem was supplied as part of the packet handout to help members recognize/locate the problem in the module.

Form and format in the Millennium Acquisition module.

It was decided to close the call on this project. Members are satisfied with the settings as we have them now. No further changes will be made. Form and format are distinctively defined to assist catalogers in the various reports needed for statistics.

Course reserve standards

A copy of the course reserve standards was passed out to members to give to their various libraries. A template example (screen capture) was handed out which Westminster has found helpful to keep the standards for the course standards.

Members were alerted to a problem that now exists in staff workflow in course reserves when pulling an item from the catalog into the course reserve module. The problem appeared after the new release in Millennium.

Description of the problem: When moving an item in the catalog the setting in the item shows in Mobius. After moving item to a course record (it shows in the course list for a particular class), right click on the item. Go to "edit of the item" and change the item view to display only local (Icode2). We need to avoid having it appear in the Mobius catalog. We don't want course reserve records appearing in Mobius. Members were asked to please alert their circulation and cataloging staff as to this problem. Mobius has been contacted about it and it has been sent to Innovative. The call is pending at the moment. A screen capture demonstrating the problem as well as a suggested workflow solution was handed out as a suggested method for dealing with the problem and evaluating the issues involved.

Update on the problem: The upgrade fixed a problem that existed before. The setting for showing Arthur catalog items in the Mobius catalog should be as it behaves now. We don't need to worry about this aspect of the Course Reserve module.

Naming review files

The "Review file naming pattern" handout from Mobius was given out. Members were asked to assist their staff members in naming files appropriately as per the Mobius instructions.

List of Arthur Cluster Contacts page

Changes have been made in the personnel of several Arthur libraries. We looked at our old handout of "List of Arthur cluster contacts" and decided it was worth updating and helpful as a quick resource for contacts. Corinne will update it and send it out to members. We realize the Mobius page for contacts has all contacts but it was agreed this page could be helpful as a quick reference for us. Several members have continued to use this page as a regular resource.

Cluster agreements

We agreed that lots of information including cluster agreements on various topics exist in the old Arthur meeting notes posted on the Mobius website. We agreed there is value in pulling them together into a document and discussing them as per validity. The documents go back several years. We have people who are new in the Coordinators and the Tech Committee who may not be aware of some agreements. We also agreed a refresher to all of us would be useful. We also decided it might give us a chance to evaluate agreements for potential change of viewpoint.

Hours schedule.

Hours in the Circulation Module can be done generic so that less line space is used. Some libraries are doing such and others are not. It is individual preference and nothing more. Information and an example sheet was supplied as to how to do it both ways. The method in how to deal with timeframes after midnight was discussed (e.g. 2:00 am is set as 2600 and not 0200) since it is a continuation of the current day.

Integrating Resources

Recent changes in cataloging structure have resulted in the creation of a new format in the bibliographic record (i.e. "integrating resources.") These are resources that are kept current by revisions which are inserted (manually for some printed items). Tom Schultz would like to add a specific item type for integrating resources. This was approved by all. Tom will suggest a number for the item type. Corinne will submit it to Mobius for the mapping of the item type.

Policy as per how we do meetings in the future

Corinne suggested that the future meetings need to be more of a team effort so that everyone gets to participate if even for a few minutes. What she suggested is that each coordinator share at least one idea of

something they have learned or maybe just some concept they'd like to share with the group that would be educational for all. This would be anything related to what we all do (i.e. cataloging, systems, acquisitions, Innovative, etc). She suggested that individual write it up so that all would have it easily. It would be something to demonstrate or discuss and then have it written in a "how to" process of simple instructions. Examples: how to move a file in the review list or copy a review file, how to export a review to excel, how to handle the hours schedule for 2:00 am; what to do when the checkouts in reserve are falling below the allotted timeframe, that is instead of 2 hours, the person gets 1 hr 50 minutes making them late when they think they have 2 hours, etc. The ideas can be very simple tidbits or a tutorial that could enhance the coordinators learning. Individuals could team together for demonstration/discussion. We all have a wealth of information we can share. We all do not know it all either. It could be helpful to us. It was agreed to try the idea for future meetings.

We hope the idea will help make the meetings more productive and less strain for the head of the committee when needing topics to have a meeting about. The information could also be a method to initiate ideas and discussion about particulars we need to discuss. We have a requirement to have at least 2 meetings a year. We agreed that the entire committee needs to share in the responsibility of the topics and information needs as well as the issues presented at the Coordinator meeting. It needs to be a team effort. The listserv has been used very little making it more difficult as the years have passed for the head of the committee to recognize the needs of the group to create an agenda for a required meeting commitment.

Policy discussion: Head of coordinators cluster agreement. Directors will need to approve this before it can go into place.

We have new people who are in Arthur at various times. It would seem needful to give those folks time to adjust and learn the job as well as all the system info. If a person has never been a coordinator, then we suggest that they are given 2 years development time before asked to be the Head of the Coordinator Committee. If a person has been a coordinator for the III system in another area then the time would not be needed via experience. It was also agreed that a person would be allowed at least 2 years passing before the Head of Coordinators would be given to them again in the situation of new individuals lacking training.

Inas El-Sayed discussed the MARC table settings using the 690 field as an example of how she had adjusted the table to reflect indexing. She commented that after entering the field appropriately in the table she found it was still showing up in red letters in the Cataloging Module.

Update on problem: Tom Schultz looked at the indexing and added the needed information. The 690 field is now working like it should. Our many thanks to Tom for his efforts.

New head of coordinators will start in July. We agreed to use the listserv to decide upon a day so it can be scheduled well in advance with Mobius.

Tom Schultz from William Woods will be the next Head of Coordinators for the coming fiscal year. Nason Throgmorton from Columbia College will follow in the sequence. This will allow opportunity for our new coordinators to sharpen their skills and training.