

## BRIDGES CLUSTER SITE COORDINATORS MEETING MINUTES

April 4, 2001 COVENANT SEMINARY 9 a.m.-3:30 p.m.

PRESENT: Per Almquist, Althea Deckrosh, June Williams, Linda Orzel, William Toombs, Shawn Strecker, Jean Rose, Melissa Belvadi, Debbie Ely, Fred McKinney, Greg Rhinehart, Eileen Condon, Ellen Elicieri, Lynn Heritage, and Bob Snyders.

Jim Dutton and Robin Kespohl joined the meeting at 10:00 a.m.

At the 9-10 a.m. portion of the meeting, we discussed the cluster loan rule. There was considerable discussion about whether or not to allow recalls. We will submit the rule to the directors without recalls and they can discuss the recall question. We may be able to have more than one cluster loan rule if necessary.

10 a.m. and onwards portion of meeting:

MCO update:

- MCO has hired two new staffers, one to help Hardy with web work and programming and one to help Mark W. with training.
- LDRs have been ordered for Fontbonne, Lindenwood, and Logan.

C-4 discussion: We combined columns A & B, videos and media.

Notices: We need to give Jim an approximate number of notice texts we will use.

C-12 discussion:

- PCODE3 Degrees/departments: We need to send a list of our degrees and departments to MCO and they will reconcile all of the lists.
- PCODE2: Send Jim any that you would like added.

C-10 discussion:

- #33. We will not allow check-in at the wrong location.
- #34. We will allow streamlined check-in at the wrong location.
- #35. We will charge the larger of the fine or the bill fee.
- #36. On renewals, the new due date will be computed from the renewal date.
- #37. We will allow renewals in the check-out function.
- #38. Overdue items can be renewed. The system will prompt only if there is a fine.
- #39. We will check the loanrule at the time of renewal.
- #40. We will allow renewal by item barcode.
- #41. Per Logan, the number of holds before the minimum use is used as a due date will be 5.
- #42. 5 holds will trigger a purchase alert.
- #43. N/a
- #44. The system will ask if it should print a hold cancel notice when a hold is canceled.
- #45. We will not allow title level holds even if there is only one copy.
- #46. Yes

- #47. Yes
- #48. No
- #49. Yes
- #50. Yes
- #51. Yes
- #52. Jim is checking on.
- #53. Yes
- #54. No
- #55. Yes
- #56. No
- #57. Yes
- #58. \$1.00
- #59. Notice text. We'll skip for now.
- #60. 6 (this is the max)
- #61. Notice text. We'll skip for now.
- #62-#68—don't use.
- #69. Yes
- #70. None
- #71. Yes
- #72 None
- #73. Yes
- #74. Yes
- #75. Patron home branch
- #76-#79. Notice texts. We'll skip for now.
- #80. Yes
- #81. Yes
- #82. Dup check on u (id), b (bc), n (name)
- #83. 1
- #84. Yes

C-5 (Library Calendar). Reads from the top down.

C-6 (Hours Opened). Reads from bottom up.

Jim will send a worksheet for time to reshelve for those libraries that want to use that feature. This worksheet will allow us to set a time after which checked-in books should be shelved and will have a status of available. In the interval between the time they are checked in and the time their status has been changed to available, their status will be “recently returned”.

We may also use this time to reshelve function to track newly cataloged books. We can say that x hours or days after the item has been added to the bib, the book should have been processed and shelved. This may not work well for libraries that attach the items early in the cataloging process. These libraries may want to track in-processing books by changing their status while they're in cataloging and then again just before they are reshelved.

SA-1 (Stat groups)

Stats on searching will be gathered a couple of ways. When someone logs in to the web opac from a library IP or a campus IP, a behind-the-scenes library opac login or campus opac login will occur. Then the searches will be logged to the proper stat group. Staff logins will be assigned to stat groups, so that when they log in, regardless of IP, their transactions will be logged to the proper stat group.

SA-2 (Locations served)

Check yours.

SA-3 (Login groups)

Check to see if you think you'll have enough ports. Robin has emailed us information on the costs of adding more ports.

Test pac discussion:

There was a question about whether we were protecting all the 59x fields, or just 590 and 599. We are only protecting 590 and 599.

Web pac discussion:

- Hardy needs logos from Harris Stowe, Fontbonne, and Eden-Webster.
- We need to get a web pac logo and color scheme from the directors.
- Web pac committee will meet soon.

Assignments:

- Give Jim an approximate number of notice texts you will use.
- Send list of degrees and departments for PCODE3 to MCO.
- Send Jim any PCODE2s that you would like added.
- Start working on C-5 & C-6
- Work on the time to reshelve worksheet if you want to use that feature.
- SA-2. Check yours.
- If you haven't given Jim IP info for your campus and your library (if possible), send it to him. Check what you gave him back in January and make sure it's still accurate.
- Harris Stowe, Fontbonne, and Eden-Webster need to send Hardy logos.
- Ask directors for cluster logo and web pac color scheme.

Assignment for Jim!

- Check on #52 on C-10.