

**Galahad Minutes**  
Southeast Missouri State University  
June 21, 2001

Mineral Area College

Chris Burns  
Mary Rippee

MOBIUS Office

Jim Dutton

Southeast Missouri

Sarah Cron  
David Glick  
Cathy Roeder

Three Rivers

Gordon Johnston  
Stacey Ward

**Cluster Organization:**

**Chair of Coordinators:** David Glick, Head of Systems and Access Services at Kent Library at Southeast Missouri State University, will chair the Galahad cluster coordinators. One of his responsibilities will be to communicate with the MOBIUS Consortium Office help desk.

Chris Burns, LRC Director of Mineral Area College, will take minutes of the Galahad cluster meetings.

Gordon Johnston, Library Director of Three Rivers Community College, is the contact for TRCC.

**Discussion List:** Jim Dutton, Software Support Analyst from the MOBIUS Consortium Office, informed those present that we have a lengthy discussion list.

**Cluster Decisions:** Jim said it is important that we reach a decision as a cluster, but there are some things that can be decided by each library.

HANDOUT: Cluster Decisions Not included in Profiling.

- Name of the Cluster/Union Catalog—Galahad was selected March 1, 2001, prior to a kickoff meeting at Three Rivers Community College.
- Graphics/Logo for the Cluster/Union Catalog—David Glick will ask an art instructor to design a graphic for the Galahad cluster using the grail.
- Circulation Policies—David Glick, Gordon Johnston, and Chris Burns agreed to share each institution's circulation policies.

Training Facilities—It was agreed Southeast Missouri State University will host training sessions for TestPac, Cataloging, Circulation, Acquisitions and Serials.

**WebPAC:** Web page design is left up to the cluster. We must have a cluster name menu, and each library will have a scope page, and can carry forward the cluster logo. Jim showed Bridges web page that has a background. Hardy Pottinger will be able to answer questions concerning design and layout. Artwork should be sent to Hardy.

HANDOUT: WebPAC Design Notes.

**Getting Started Manual:** There are a series of worksheets to be completed by the cluster coordinators. Jim will e-mail these worksheets to us. After we discuss the necessary items in our meetings, we will send the completed forms back to him. MOBIUS will submit the worksheets, in word document form, to the implementation coordinator at Innovative. We will not have to do all of the worksheets, because not all of them apply to us. HANDOUT: Galahad Worksheets Log.

The three core coordinators—David, Gordon, and Chris—will always attend the meetings. When a specific area is being addressed--cataloging, acquisitions, and circulation—we can bring another member of our institution with us.

When determining the circulation policy within the cluster, most clusters try to stay within the scope of MOBIUS, but some clusters have their own policy. Individual libraries may leave their own policy in their libraries.

### **Meetings:**

**Training Sites:** It was determined that Southeast Missouri State University will host the TestPac, cataloging, circulation, acquisitions, and serials training sessions. Jim estimated it will take two days for each of the training sessions, except acquisitions may take three and a half.

Innovative uses the “Train the Trainer” model of instruction. Only two people from each institution will be allowed to attend the training sessions, and two people will work together on the same machine. However, with the small group we have, they might let us have more. When MOBIUS does the training, more people—usually up to 10—can attend. Normally, Innovative trainers do not like to schedule Monday training sessions, because they use that day for traveling.

**Other Meeting Dates:** The following meeting dates were set on Wednesdays from 10 a.m.-3 p.m.

June 27 Mineral Area College Room T104

July 11 Three Rivers Community College

July 25 Mineral Area College Room T104

August 8

August 22

September 26

October 10

November 7

November 14

### **Bibliographic Record Loading:**

**Extracting Records from Present System:** We need to be extracting now! We have to have everything submitted for TestPAC training by July 27. Each institution needs 5000 extracts. We can extract by ranges such as children’s literature, general collection, periodicals, etc. We will FTP extracts to the MOBIUS Office—Jim will e-mail us the FTP site.

**Loading Order:** HANDOUTS: (1) Bibliographic Load Options, (2) Overlay Protection Options in Load Tables and (3) Options for Cataloging After Data has been Pulled for Load into the Innopac. There are four options for cataloging after data has been pulled for loading into the Innopac:

- Stop cataloging until after Innopac cataloging training
- Continue cataloging with gap tape
- Continue cataloging saving to disc or file
- Continue cataloging using EMS service

Can use Cat Micro Enhancer to continue cataloging. This is a free, downloadable, program from OCLC ([oclc.org/services](http://oclc.org/services)). This could be used from the time we do our final extract October 1.

**Item Type:** HANDOUT: MOBSE #BIB-6 Item Field Mapping. We were requested to go through the list and make sure there is an item type for all of our holding types.

**Field Group Tags:** HANDOUT: MOBSE #BIB-1 Field Group Labels and Tags. This handout shows the order the field group will appear in the web pac.

**Location Codes:**

**M = Mineral Area**

**S = Southeast**

**T = Three Rivers**

HANDOUT: MOBIUS Location Codes. MOBIUS location codes contain a three-character bibliographic location code and a five-character item location code.

The **bibliographic location code** always ends in B. The first character represents the institution. The second one represents the building/library, and the third is always a B.

The **item location code**. The first two characters are the same as the first two in the bibliographic location code. The third is the collection or type—reference, reserve, general, etc. The fourth and fifth can be padded.

These location codes allow the use of truncation. For example: mcr\*\* would find all items in MAC's reference collection. They can be used for location served.

Jim will send forms, and we will send them back to him.

**Field Group Tags:** Will be covered next time.

**Next Meeting:** Wednesday, June 27, 2001

10 a.m.-3 p.m.

Mineral Area College, Room T104

Respectfully submitted,

Chris Burns