

Galahad Profiling Meeting Minutes
Three Rivers Community College
August 22, 2001

Mineral Area College

Chris Burns
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MOBIUS Office

Jim Dutton

Southeast Missouri

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Three Rivers

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MCO Update

They have begun installing advance keyword searching on Archway and Willo clusters.

520 Summary Enhancements

The cluster will have to decide if we want to have our records enhanced with the 520 summary field. The enhancement could include items such as book jacket blurbs, etc. Jim informed the group that, generally, when the 520 summary enhancement field is added, there is already a 520 field on the record. The existing 520 field will be stripped to add the one from BNA. Some librarians believe when a record already has a 520 summary field, that information is more detail, and they do not want it stripped from the record.

Additional Meeting Date

It was decided an additional meeting date is needed in order to complete all the forms on the required timeline. Therefore, the meeting was scheduled for Wednesday, September 5, at Three Rivers Community College, at 10 a.m.

Circulation--Continued

Jim continued discussing the different circulation forms and answering questions pertaining to the various forms.

Loan Rule Number (#C-B): David Glick asked if we can set a minimum fine in the system that will generate a bill. Jim said we could for any patron. Jim informed us that we need to have our new loan rules done by the time we do

circulation training.

Patron Block Table (#C-4): We can do blocks based on location codes and item types. Jim said most clusters have not used this very much. It is used for limiting.

Notices (#C-7): We can send notices by e-mail, printed, or both. Notices can be printed based on the level of the notices—first, second, third notice, etc. However, they cannot be printed by patron type. Notices are designed to fit in a window envelope. The text for notices is limited to six lines.

Circulation New

Rule Selection Table (#C-3): This table is where we put all the rules together to decide how long things are checked out. It is necessary to have an entry for each loan rule we have created. The system reads this form from the bottom of the table to the top. Therefore, put the most general checkout rule at the top and the more specific at the bottom.

Library Calendar—Days Closed (#C-5): This form is used to determine two things—(1) an item will not become due on a closed day, and (2) an option of charging fines on days closed or an option that will not charge fines on days closed. The system reads this form from the bottom of the table to the top.

Library Calendar—Hours Opened (#C-6): If we have different summer hours than the regular academic year, we will have to change the hours in the system for summer. This form is read from the bottom of the table to the top.

Return Addresses (#C-9): This is how the library's return address will be printed on notices. Mineral Area College (mccirc), Southeast Missouri State University (skcirc), and Three Rivers Community (trcirc) have logins. The first line of form #C-9 entitled *Label* does not print on the notice. *E-Mail Source* is our login, and *E-Mail Reply To* is an e-mail account for the circulation desk. It is good to have a circulation desk e-mail account in case the circulation clerk is out. If the circulation clerk is out, others in the library can check replies to notices. David Glick will e-mail Gordon and Chris, either Monday or Tuesday afternoon, what SEMO has decided to do with the text for them to look over. Jim informed the group that each time we have a different notice text, we have to have a different loan rule. Also, we need a different notice text for clusters than we have for our individual institutions.

Circulation Options (#C-10): If we have questions on the circulation options, we may look in the Innopac Users Manual under Volume 2 Systems Management, #7 Set System Options, C Circulation Options to help answer our questions. Jim led the cluster representatives through the first twelve questions on the #C-10 form before closing the meeting.

Next Meeting

Wednesday, September 5, 2001, at Three Rivers Community College in Poplar Bluff,
10 a.m.-3 p.m.

Respectfully submitted,

Chris Burns