

Minutes

WILO Access Advisory Group

Midwestern Baptist Theological Seminary

October 11, 2011

Members present: Megan Channell (Kansas City Art Institute), Leslie Cope (MCC-Penn Valley), Pat Eklund (MCC-Maple Woods), Judy Howie (Midwestern Baptist), Diane Martin (MCC- Blue River), Danielle Theiss (Rockhurst), Logan Wright (St. Paul School of Theology). Institutions not represented: Avila University, MCC-Longview, William Jewell.

Minutes from the April 13, 2011 WILO Access Advisory Committee were approved. (Moved by Megan Channell, seconded by Diane Martin.)

Library reports

Kansas City Art Institute:

- Creating public space/common areas and focusing on making the library convenient for students.
- Amelia Nelson has returned as cataloger.
- Now has QR codes on catalog and offers "Ask the Librarian" with text-messaging capabilities.
- Has installed flat screens throughout the library displaying library messages and showcasing the collection.

MCC-Blue River:

- In order to provide a quiet study area, approval has been given to transform the president's dining room into a study room.
- No longer using Ebsco as jobber for periodicals

MCC-Maple Woods:

- Additional computers purchased and installed for student use

MCC-Penn Valley:

- New employee, Leslie Cope, doing MOBIUS/WILO loans

Midwestern Baptist:

- Now has LibGuides

Rockhurst:

- Reduced reference collection by 90% by eliminating items available electronically.
- New floor plan with more student space and doubling meeting/community space
- Purchased a mobile smart board for student/faculty use
- New reference desk

St. Paul:

- Added new sections to reference
- Applied for grant - Center for Study of Science and Religion

Old Business

Book bands: Judy Howie shared her tip of color coding shipping label dividers (yellow for WILO locations) for easy identification. No further discussion on book band color.

New Business

Status codes

- Updated table of INN-Reach status codes available on MOBIUS website (X= on display, not requestable)

Privacy

- Concerns about using the note field in the patron record violate privacy/FERPA was brought up at the MAAC meeting. General consensus was that since records are password protected and employees are trained about confidentiality rules, we are working in accordance with FERPA.

Shipping Issues

- Make sure the location code on the system-generated paging slip, the book band, and the address label all match.
- Avoid using thick bag ties and don't tighten too far
- Do not use the paging slip to attach the book band

MOBIUS Reports

- Revised draft on processing MOBIUS report can be found at <http://mobiusconsortium.org/policies-procedures> (Look for "Draft Document" near the bottom)
- Finding items that have been renewed too many times: Suggested criteria to run a review file to find items that have been renewed too many times can be found on the last page of the above referenced document

Lenders of Last Resort

- Eden/Webster
- MU – Columbia

Patron/Institution Identification

- MOBIUS has compiled a list of people from each cluster to serve as a first-contact to help a library from another cluster identify the home library of a patron. If the WILO volunteer is contacted, it is recommended by the WILO Access Group that the information requested be given directly to the inquiring library. There is no need to forward the request to the home library first.

Create List

- Please delete old or unused lists.

Catalog timing out

- Currently, the catalog times out after 5 minutes of inactivity. The libraries of MCC have requested that this feature be removed. Those present recommended that this request be brought to the WILO Coordinator's meeting on October 21 for their consideration.

Other Business

DanielleTheiss demonstrated the library chat feature using texting, using QR codes, and the call number to text feature in the Rockhurst catalog. (Thanks Danielle!)

Cluster name change: Timeline?

Kansas City Art Institute: Placing DVD's in circulation – What do other libraries do in regards to check out time, maximum number of DVD's able to check out, fines/replacement costs?

MCC-Blue River: Removal of campus restrictions – How do other libraries ensure this is done?

Meeting adjourned at 4:00 pm.

Respectfully submitted,

Pat Eklund

Chair Kansas City Access Advisory Group

