

**LANCE Cluster Coordinator Meeting: October 19, 2000**  
**9:00 a.m.**

The LANCE Cluster met at 9:00 a.m. Thursday, October 19, 2000 in the MACC Ambassador Room. Present were Bob Lindsey, Valerie Darst, Tesuk Im, Gayla McHenry, Pat Teter, Sharon Hackney, Mary Sims, John Davis, and Sharon Upchurch.

Bob called the meeting to order. The following decisions were made:

The Cluster will not have separate loan rules for faculty, staff, and students;

Loan period: 28 days  
Holds allowed  
Item can't be booked  
14 day renewable loan  
Renewable after 14 days  
One renewal allowed  
Recalls after 14 days  
7 days to return recall/7 days on recall shelf  
Maximum of 3 overdue notices  
Interval of 1<sup>st</sup> overdue notice—1 day  
Interval to 2<sup>nd</sup> overdue notice—7 days

Bob will create the text of the overdue notice and send via email for approval

Cluster notices: A March 1 cut off date was established with billing sent out August 1 annually.

The Logo was decided upon. Pat Teter will send an electronic version of the icon chosen to the MCO Office.

The following dates were chosen for activation of the Get Function: March 5 for the LANCE cluster and June 4 for MOBIUS (later changed to June 18).

Valerie Darst  
Recorder

**LANCE Cluster Meeting**  
**October 19, 2000**  
**MACC 10:00a.m.**

The LANCE Cluster met Thursday, October 19, 2000 in the MACC Ambassador Room. Present were: Valerie Darst, Pat Teter, Rebecca Daugherty, Sharon Hackney, Gayla McHenry, Tesuk Im, Bob Lindsey, Mary Sims, John Davis, Cathy Stubbs, Robin Kespohl and Sharon Upchurch.

Robin opened the meeting with a MCO update: the consortia statistics program appears to be working finally. The authority records for clusters currently up and running are back.

LANCE member institution's test records are in good shape.

The following worksheets were covered:

C-11 reviewed and questions answered; Bob is working on Cluster notices  
C-3 reviewed  
C-4 reviewed  
C-8 reviewed and questions answered  
C-10 completed; Robin will send electronic sample for us to review for accuracy  
C-12 discussed; need decisions by Nov. 2  
C-14 Scat tables discussed; Bob and Pat are working on drafts  
C-15 discussed  
C-16 discussed  
Pat-2 reviewed for accuracy

Patron Initiated Borrowing Start Dates: LANCE—March 5, 2001 and MOBIUS—June 18 with training the first week of June.

Initial discussion on the Automated Request Processing Worksheet was held.

Future meetings:

Nov. 2 Finish circulation worksheets and begin WebPac discussions  
(WOPTIONS)

Nov. 9 and 17 were added as future meeting dates with brown bag lunches brought by attendees.

Valerie Darst  
Recorder

