

MOBIUS Access Advisory Committee
Minutes
September 26, 2005

Members Present: Fran Stumpf (MCO), Chris Burns (MAC/Galahad), Julie Andresen (HLG/Lance), Mike Washburn (MRRL), Scott Britton (WashU), Shugin Jiao (SLU/Merlin), Charlotte Dugan (MSU/Swan), Donna Bacon (SGCL), Mary Anderson (UMKC/ Merlin), Tena Barratt (WWU/Arthur), Sandy Phillips (MWSU/Towers), Matt Weir (Webster/Bridges), Bonnie Sanguinet (SLCC/Archway), Loretta Ponzar (Jefferson/Archway), Mark Wahrenbrock (MCO), Jim Dutton (MCO), Elise Fisher (William Jewell/Wilo)

Call to Order: Chair Elise Fisher called the meeting to order at 10:00a.m. at the MCO offices.

Approval of Minutes: Mary Anderson moved to approve the minutes of the May 17, 2005 meeting. The committee unanimously approved her motion.

MCO Update: Jim Dutton and Mark Wahrenbrock gave a brief MCO update with the following highlights:

The SWAN server has been replaced. Archway and Arthur are next on the list to be replaced soon.

The 2005 update will be coming soon, perhaps around Thanksgiving time. There will be a period of time when it will be on the test server and opportunity will be given to try it out.

New training software called Centra has been acquired and used in a few cases to offer real-time training via the Internet. It requires that participants have speakers, or a headset.

SLU may become their own cluster within the next year.

A training taskforce has been formed. A survey will be administered later this fall. The results will be presented to the Executive Committee, and the input will be used to guide training plans.

Donna Bacon gave further information about priority paging, based on a presentation she gave at IUG. Priority paging is available at the cluster level, and automatically forwards a hold if not filled by 1 branch/library within a certain time period. If the hold is not filled after that, it is automatically cancelled. SGCL uses the patron pickup table to route holds, and has found that staff time has lessened after using this option.

Cluster Updates:

Galahad—MAC has a new cataloger, who used the Centra software for training session with MCO. They continue to have PUA bookband problems and requests without barcode numbers.

Lance—no report.

MRRL—They will be getting a new bookmobile in November.

WashU—they have been having problems with incomplete pickups of shipments by LANTER. They will contact LANTER to resolve.

SLU—they have same delivery driver as WashU, and have also had pickup problems in the past. The loan period to Merlin libraries will probably be shorter when they become their own cluster.

Swan—the name change process is ongoing for Missouri State University (formerly Southwest Missouri State University). The unique IDs will be changing or have been changed for students, faculty and staff. There was a general reminder from MCO for universities and colleges with name changes to double-check information on the MCO website and make any necessary updates. Also, check for other outdated information.

SGCL—no report

Merlin—please send back Merlin book tubs if you receive them

Arthur—no report

Towers—Missouri Western is also in the process of changing names. Their students have received new ID numbers (Social Security # no longer being used). Faculty and staff are still using SS#, but that may change. Email addresses have been changed. The military history materials are still being loaded into their catalog.

Bridges—remarked on differences in paging slips for PUA—one lists library acronym, one lists full name of library

Archway—SLCC changing from social security number to Axxxxxxx in February. Found a message in MilCirc that was wrong for visiting patrons from SLU.

Delivery Issues: Even if value is declared on delivery sheets, LANTER will only reimburse up to \$100 per bag. Matt Weir will compose memo to Linda Vorce regarding the concerns of the MAAC committee for her and the executive committee to use for contract renewal negotiation next year.

Bag Distribution: An MCO listserv devoted to bag distribution and other circulation issues was proposed. A non-MCO sponsored list was also discussed. Jim Dutton will check on having an MCO list, and Scott Britton will check on a non-MCO list.

Damaged Bags: Jim Dutton passed out bags that had been sent to MCO as damaged. Each committee member evaluated a stack of bags to determine which should be withdrawn, and which could still be used. 49 bags were deemed usable, and MAAC members took them back to home libraries.

Lender of Last Resort—The committee examined the statistical tables for the loaning and borrowing through MOBIUS since the last MAAC meeting in May 2005. The list of those libraries that had a ratio of 2.5 to 1 or greater and do a substantial amount of lending that qualify to be placed on the Lender of Last Resort list are as follows:

- Kirksville Osteopathic
- Southeast Missouri State
- Missouri Southern
- Stephens College
- University of Missouri-Columbia
- University of Missouri--Rolla

MOBIUS Access Advisory Committee Charge: The Task Force to Review Committee Charges proposed several guidelines and descriptions for MAAC.

MOBIUS Advisory Committee Guidelines—Sandy Phillips made a motion to approve the guidelines. More discussion was held, and it was suggested that it be made more clear that each cluster gets 1 vote, regardless of how many people from cluster attend a meeting. It was also suggested that Group be changed to committee in the last paragraph. Sandy withdrew her original motion and made a second motion to approve as revised. The committee unanimously approved her motion. It was emphasized that each cluster should have an alternate appointed, and that each representative is to represent and communicate with their cluster, not just their home library.

Advisory Committee Chairs and MOBIUS Consortium Office sections—It was recommended that Group be changed to committee in these sections. Charlotte Dugan made a motion to approve these sections as revised. The committee unanimously approved her motion.

The information will be sent to Judy Fox, who will forward it to the Executive Committee.

Checklist of Items that Cluster Access Groups Need to Discuss: The checklist was discussed.

MCO would like to know if books being sent without barcodes in the virtual record are increasing in number and if there is any discernible pattern. It was suggested that more precise information be gathered in order to ascertain what is happening.

Books are still being sent with the wrong color of bookbands, particularly Pickup Anywhere books. The question of whether III has the capability of printing out all the information on 1 slip was posed, and MCO will look into it. It was also suggested that courtesy is the best policy when informing others of their mistakes in processing books.

Paging Slips are still being taped to the bookband. Some libraries use the paging slips for notifying patrons, arranging the holdshelf, and other in-house uses, so it is best to keep the paging slips unattached within the book.

Libraries are encouraged to shred all paging slips and bookbands for privacy purposes.

Appointment of New Chair: The proposal to rotate chair duties from Mary Anderson was discussed. It was suggested that any mention of months of service be removed. The committee voted unanimously to approve the proposal, with the caveat that the situation of the cluster or representative be considered if requested, and that room for flexibility in the rotation be possible. Under the proposal, the Arthur cluster will provide the chair for next year.

New Business:

The meeting schedule must now be set 1 year in advance in order to secure meeting space at MCO. The following dates have been reserved:

Tuesday February 7 2006 (snow date of February 15)

The April enhancements meeting may be held via Centra or videoconferencing.

Tuesday July 11, 2006

Next Meeting: Tuesday February 7, 2006

The meeting was adjourned at 1pm.