

Members Present:

Tony Garrett, [Chair]	UMSL, MERLIN
Mary Anderson	UMKC, MERLIN – Alternate
Stephanie Atkins	WashU
Rhonda Brown	SGCL
Valerie Darst	MACC, Lance – Alternate
Lynne Edgar	Crowder College, SWAN
Jessica Hammond	MCO
Steve Jamieson	Bridges – Alternate
Gayla McHenry	Truman State University, Lance
Glenn Morrow	MNW, Towers – Alternate
John Oyler	WILO
Scott Peterson	MCO
Sue Reed	MOSL, Arthur
Alice Ruleman	UCM, Quest
Cindy Schoolcraft	WC, Arthur
Trish Svendsen	SLU – MCL
Roger Thomas	STLCC, Archway
Michael Washburn	Missouri River Regional Library
Matt Wier	EDNWB, Bridges
Lisa Wolfe	Jefferson College, Archway
Debbie Young	Three Rivers Community College, Galahad

Members Absent:

Joshua Lambert	Missouri State University, SWAN
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Guests or Proxies Present:

Lynne Edgar	Crowder, SWAN alternate
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1. Call to order and introductions; especially new members to the committee
 - a. Garrett opened meeting.
 - b. All members introduced self.
2. Adoption of the agenda
 - a. Wier moved agenda be adopted.
 - b. Ruleman, seconded.
 - c. All approved.
3. Approval of minutes
 - a. Previous minutes had been approved on-line by previous committee members.

4. Information Items/Cluster Reports

- Archway – no announcements
- Arthur - no announcements
- Bridges –
 - Webster has recently split Reference Services into Reference Support Services Department and Instruction and Liaison Support Services Department.
 - Harris Stowe had a water main break that flooded parts of their library with ankle deep water. Thanks to the quick action of library staff, regular students/patrons, and IT staff there was no loss of books and/or equipment.
- Galahad – no announcements
- Lance – Truman State University has successfully been circulating DVDs to their patrons since March. They will soon begin circulating to patrons in the LANCE cluster.
- MERLIN –
 - Construction on UMKC's Robot (AKA the on-site automated retrieval system) is on schedule. Approximately 1/3 of the circulating books will be in open stacks with other circulating books, most AV materials, most gov docs, bound periodicals, and special collections materials easily ordered and accessed with staff assistance from the on-site retrieval system.
 - MERLIN patrons currently can use their Single Sign-On (university e-mail and password) to request MERLIN books, to gain access to databases, to gain access to Blackboard, etc. MCO, III, and MERLIN staff are working together to make it possible for MERLIN patrons to use this same Single Sign-On to authenticate and request books in MOBIUS.
- MRRL – no announcements
- Quest – In December, UCM began using Lock-A-Shelf to checkout and dispense DVDs without staff assistance. This has become very popular with students.
- SLU – SLU's off-site storage facility is now operational. The Health Sciences Library is allowing direct patron requests through MOBIUS for items stored in this facility. Pius and Law will soon do the same.
- SGCL – no announcements
- SWAN – no announcements
- Towers – no announcements
- WashU – WashU is transitioning their electronic reserves to Atlas Ares.
- Wilo – no announcements
- MCO update –
 - On July 1st ST. Louis Community College condensed all their stops into one at Highland Park

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- On the 10th Missouri State University condensed their two West Plains stops into one.
- In August, State Fair Community College will start a one day a week stop in Lake Ozark, and Lindenwood University will begin a three day a week stop in Illinois just outside St. Louis.
- MAAC thanks Scott Peterson for reformatting all delivery labels for consistency.

5. Unfinished Business

- Circulation FAQ/Best Practices Subcommittee report – in report sent to Executive Board – tried to formalize this subcommittee according to the new guidelines
 - Garrett reported that this subcommittee has official approval from the MOBIUS Executive Board.
 - MCO will set up a listserv for the subcommittee; all MAAC members are eligible to be on the listserv.
 - Wier is the chair of the subcommittee. He and the team would like to thank SWAN for use of their manual as a guide for procedures, etc (thanks Joshua Lambert for forwarding this). The goal is to have circulation policy/procedures guide and a best practices guide on the MOBIUS website for use by all members.
 - **ACTION Item: Ask cluster-mates to review the draft procedures manual currently on the MCO page. Log on as member on MCO page <https://mco.mobius.umsystem.edu/> Under “circ and courier” tab, choose “FAQ and Best Practices”. Please give feedback to Matt Wier. mwier@webster.edu**
- MAAC – new members training concerning, tracking system/basic courier – a discussion from the listserv
 - MCO would like to know if anyone wants/needs training on the tracking system. This training will eventually be put in the Adobe Connect training catalog, but let Peterson know if you need training now.
 - Peterson reported that MCO has been receiving and posting monthly delivery reports from First Choice since April; these are tracked by the barcode on the bags. Unfortunately, there are still some gaps in reporting, but MCO and First Choice are working to resolve this. Peterson will keep MAAC updated via the listserv.
 - Peterson encouraged each library/delivery stop to report problems with deliveries (missed days, erratic delivery times, etc) as soon as possible, so First Choice and MCO can resolve this issues as they arise.
- Lender of Last Resort
 - Peterson had sent the listserv the statistics for lender of last resort.
 - **ACTION Item: If a library from your cluster is listed, please let**

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Garrett know if they wish to be placed on the lender of last resort for traditional ILL request.

- From the MCO webpage: MAAC considers the lenders of last resort to be those MOBIUS libraries that have a non-returnable lending/borrowing ratio of 2.5:1 or greater, do enough lending that this ratio presents a hardship for them, and therefore, do not choose to opt out of appearing on the list. In respecting this list, MOBIUS libraries would make every effort to obtain free copies of articles by any means available to them either in Missouri or out before moving to borrow the material from one of the listed libraries.
- Candidates who are on the list based on reported ILL lending/borrowing:

▪ Conception Abbey	2.7
▪ Crowder College	4.5
▪ Logan College of Chiropractic	2.7
▪ MCC Business & Tech	8.3
▪ MCC Penn Valley	9.5
▪ Missouri Southern State	6.0
▪ St. Louis Community Colleges	2.7
▪ Three Rivers Community	14
▪ Truman State	3.5
▪ UMC Health Sciences	3.1
▪ Missouri Science & Technology	9.0
▪ Eden-Webster	4.4
▪ William Woods	4.1

6. New Business

- Institutions doing their own INN-Reach Reports
 - MCO has been running and posting these reports to the member section of their webpage on the 1st and 15th of the month. They use a script to run and format reports.
 - MAAC members see this as a great way for MCO to support the needs of various MOBIUS Libraries.
 - MCO will continue to do this. ACTION Item: Please remind cluster mates that these reports are posted to the MOBIUS website.
 - Individual libraries are still able to run these reports on their own schedule if they wish.
- Updating policies/procedures into the new format and revising them so they are current.
 - MOBIUS Executive Committee pointed out that some policies/procedures documents that were brought over to the new MOBIUS website need revision (e.g., outdated content and/or not in current template).
 - Garrett passed around a list of all the documents that need review and/or updating. MCO staff and committee members from each cluster signed

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up to take responsibility for the review and updating of a particular document.

- **ACTION Item: Review and update the document you chose. Garrett has the master sign up list. Send updated documents to Garrett as an e-mail attachment. garrettwa@umsl.edu**
 - Clusters adding notices to INN-Reach loan rules
 - Currently any library can set up courtesy notices (i.e., notification that a book will be due in X amount of days) to be sent for their own books/items that are checked out to patrons in their own cluster.
 - SWAN would like to change their INN-Reach loan rules to enable courtesy notices to be printed for INN-Reach items. This has to be enabled for the whole cluster; however, not all libraries would need to print courtesy notices if they choose not to do so.
 - Wier moved that MAAC allow any cluster to set up courtesy notices as this did not have an effect on amount of items loaned or loan periods. Svendsen seconded. Motion was approved.
 - Simplifying the courier damage claims procedure
 - Peterson reported that MCO is simplifying the process of filling out and submitting the Delivery Problem Report Form.
 - Peterson will submit the changes to the MAAC listserv.
 - Videoconferencing for future meetings
 - Possibility of videoconferencing (using MOREnet software) for future meetings was discussed.
 - Committee members would need to have videoconferencing available at their site also.
 - Decision was made to stick with in person and Adobe Connect meetings for now as Adobe Connect can be utilized at individual desktop with no special equipment.
7. Next four meetings
- a. September 22, 2009, 10 a.m. – 12 noon via Adobe Connect
 - b. January 26, 2010, 10 a.m. – 12 noon via Adobe Connect
 - c. April 27, 2010, 10 a.m. – 12 noon via Adobe Connect
 - d. July 27, 2010, 10 a.m. – 2 p.m. (or earlier) at MCO
8. Adjourn Meeting
- a. Ruleman moved meeting be adjourned.
 - b. Washburn seconded motion.
 - c. Meeting adjourned.
9. Minutes respectfully submitted, Mary E. Anderson, MERLIN Alternate