

MOBIUS Task Force on the Web Site
Content Recommendations
November 13, 2007

Public Site:

- A. About MOBIUS
 - a. Mission statement
 - a. Consortium facts and structure
 - i. What is a cluster?
 - ii. Committee governance structure
 - b. Member Directory
 - i. Listing
 - ii. Map with geographic placement of clusters
 - iii. Categories used for voting MOBIUS Executive Committee members (independent, 4-year public and 2-year public)
 - c. Brochures for public or institution administration
 - d. History of MOBIUS
- B. Membership
 - a. Services provided by MOBIUS Consortium Office to members
 - b. Benefits to members and community
 - i. Collection enhancing
 - ii. More resources available to researchers
 - iii. Electronic resource buying power
 - iv. Sharing of library expertise
 - c. Criteria for membership
- C. Conference Information
 - a. Current conference
 - b. Program and registration link
 - c. Previous conferences
- D. Governance
 - a. Memorandum of Understanding
 - b. By-laws
- E. *News (combined MOBIUS stories and What's new)*
 - a. MOBIUS Stories – rotating stories profiling achievements of MOBIUS Libraries
 - b. Announcements
 - c. Articles
- F. MOBIUS Newsletters
- G. MOBIUS Catalog Search Box
- H. MCO Staff and Office Information
- I. Login to Member Site
- J. *Register a new user*

Member Site:

A. Committees

- a. How to report committee changes
- b. How to schedule meetings at MCO
- c. How to post minutes, documents, etc. to the website
- d. List of cluster committees with the respective minutes, documents, list of members, listserv archives, etc.
- e. List of MOBIUS committees *and task forces* with the respective charges, advisory committee appointment schedule, minutes, documents, list of members, listserv archives, dates to show whether committee is active, etc.
- f. Link from MERAC committee page to electronic resources page

B. Training and Support

- a. Training services for self or employees
 - i. MOBIUS training catalog
 - ii. MOBIUS training schedule
 - iii. MOBIUS training calendar
 - iv. MOBIUS certification program
 - v. *Request training*
- b. Resources and materials (by Millennium module)
 - i. Acquisitions
 - ii. Cataloging
 - iii. Circulation
 - iv. *Serials*
 - v. *System Administration / Site Coordinators*
 - vi. Functions in multiple modules
 - vii. MCO knowledge base
- c. Support
 - i. Help Desk contact information
 - ii. Open calls reports
 - iii. Routine maintenance operations

C. Access Services

- a. Circulation and interlibrary loan
 - i. *Contacts*
 - ii. *Ariel information*
- b. Courier and delivery

D. eResources

- a. Cafeteria databases
- b. Vendor direct databases
- c. Explanation of difference between cafeteria and vendor direct databases
- d. Guidelines for limited license resources
- e. Member libraries' FTEs

E. Statistics

- a. Cafeteria databases
- b. Bibliographic holdings
- c. Lending/borrowing
- d. MOBIUS key indicators

- e. BNA table of contents enrichments
- F. Technical Services
 - a. Home library codes
 - b. Authority records fixed length codes
 - c. INNOPAC call number normalization schemes
 - d. MARS profiles
 - e. *Suppression and contribution codes*
- G. Service Request
 - a. Form with options for all types of help desk service requests, including providing stories or announcements for the public site
 - b. Ability to add attachments
 - c. Report cataloging errors in MOBIUS catalog
 - d. *Training requests*
- H. Listserv Information
 - a. Descriptions
 - b. Subscription form
- I. Utilize technologies top communicate information to MOBIUS members
- J. Event Calendar
- K. Best Practices or Idea Bank
- L. Links for Software Downloads
- M. *Committee Policies and Procedures*
- N. Posting of Known Issues
- O. Historical Information or Data / Archives

Entire Web Site:

- A. *Every few years a group be appointed to look at the MOBIUS web site for changes in content, design and/or software so the site does not get so out of date.*
- B. *Look at policies such as naming conventions, dates on all documents and page updated dates.*
- C. *Design site for new library staff and new MOBIUS members not long-term MOBIUS members.*

Submitted by Janet Caruthers, Chair
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