

November 14, 2002

Sign-up Sheet

Mary Anderson	UMKC MN
Mary Jo Barbush-Weiss	UMR
Doris Beeson	SLU Pius, Chair
John Dethman	UMC Law
June DeWeese	UMC Ellis
Alice Edwards	UMC HSL
Tammy Green	UMC Ellis
Garry Harris	MCO
Barbara Hufker	UMSL TJ
John Meyer	UMC Ellis
Jim Morisaki	UMR
Christine Robben	UMKC MN
Larry Ruzich	UMKC MN
Mary Ann Sampson	SLU Law
Mary Zettwoch	UMSL ILL

AGENDA MERLIN ACCESS SERVICES COMMITTEE

1. Approval of minutes from July 9, 2002 meeting

Doris will post them. Mary Jo will post the April 2002 minutes.

2. Select a committee member to take minutes.

Jim Morisaki, UMR

3. Tub inventory results

Depository tubs were included in UMKC-Law's count, which explains the high number at that location in August. Also, only 94 tubs were accounted for, with an estimated 50 more missing; however, no further tub counts are planned.

MU will buy 20 more tubs and SLU is purchasing another 6. It was agreed that these and current MERLIN-owned tubs will be used exclusively among the five MERLIN libraries.

Beginning in 2003, bag counts will be conducted on the second Monday in August.

4. Reconciliation—Rediscuss what each library will accept as far as payment.

UMSL will electronically deposit money to the creditor library and send a list to that library, except in even-exchange situations.

SLU will continue to charge a maximum of \$70 per item plus processing fees.

It was proposed that the reconciliation issue should be taken to the director-level because of the time required to replace books and collect charges.

It was agreed that a copy of the bill normally sent only to the patron also be sent to the lending library. The person to contact at each library is Doris Beeson at SLU-Pius, Mary Ann Samson at SLU-Law, Jane Driber at UMR, Barb Hufker at UMSL, June Deweese or John Meyer at MU, Nancy Morgan at UMKC-Law, and Barb Schneider at UMKC-MN.

5. FERPA—Family Educational Rights and Privacy Act

It was proposed that paging slips are printed without addresses, if feasible, and that old paging slips are removed from MERLIN books, especially when transferred to another patron before being returned to the lender (i.e., don't just cross out the previous patron's name).

6. Report from MAAC

Minutes from July 23, 2002 are available on the MCO web page.

November 19 MAAC meeting agenda: (1) With the recall working, would MOBIUS libraries extend the loan period from the current 3 weeks to either 4 or 6 weeks?; (2) Two renewals instead of the current once-only policy?; (3) John noted that SMSU-Meyer is consistently sending books without barcodes; and (4) It will be proposed that it is an issue for most MERLIN libraries that WashU medical is not a part of MOBIUS but its faculty can borrow from other MOBIUS and the MERLIN libraries (Barb Hufker did not agree that this was a problem).

7. Printing Notices—Revisit

The printing schedule list is no longer on the MOBIUS web page because paging slips can be printed by anyone at anytime; the system will not allow notices to be queued at the same time.

8. Create lists and other things that affect the response time of the MERLIN server

UPDATE Gary: The Millennium 2002 Phase 2 Release may not happen until next spring. The “pick up anywhere” option is scheduled for Phase 3, which would be sometime much later than next spring.

Re: A new computer for MERLIN—Running too many lists at the same time increases CPU usage, which causes the system to slow down. Running lists during the evenings or weekends would ameliorate slowdowns.

With Millennium, there is some increase in CPU usage, but the actual transactions are handled by individual PCs.

Gary suggested loading only the “new and changed” records when loading patron records. June, however, pointed out that expiration dates for faculty and staff were advanced on a weekly basis, which may necessitate the loading of most records. Gary doesn’t think that the patron loads were causing slowdowns. A discussion followed.

9. Discussion about patrons requesting item types in addition to monographs using the web and “Request an Item” function—June DeWeese

[Only in MERLIN] Now, only item type 000 (monographs) can be requested. June proposed that a new I-type 150 (circulating serial) be created. This would not necessarily be a change for anyone and both the loan rule and patron type would have to be added on a per-library basis. I-type 150 was approved and ready to go by lunch.

Mary Z. asked if the item could be attained via Circ and be given a library-use only status. The answer was yes.

10. UMKC Community Information Program patron accounts—Mary Anderson

Because UMKC uses patron type 46 for Community Information Program patrons, which is not to be confused with the ILL patron type of zero, Mary A. asked that no one use p-type 46 for any ILL transactions.

11. ILL’s handle on the “Distance Learner Situation”—Mary Zettwoch

Everyone first read Annette Howard’s 3-page handout.

June indicated that UMC mails most returnables to “Distance Learners,” which would include regular ILLs, unless the lending library has imposed a restriction such as in-library use or a short due date. UMC does ask that their DL students put a note at the bottom of the paging slip asking that the MERLIN/MOBIUS items be mailed to them. Also, the lending library needs to explicitly state to look at the paging slip via a note on the book band. June would appreciate a heads-up when others see that note.

12. Next Meeting.

Our next meeting will be April 8, 2003, a Tuesday.

