

**MERLIN Access Service Committee Meeting
February 18, 2004**

June DeWeese, Chair (UMC)

Mary Anderson (UMKC); Mary Jo Barbush-Weiss (UMR- recorder); Jenny Bossaller (LSO/MCO); Christina Capstick (UMSL); Lisandra Carmichael (UMSL – TJ); Liz Glankler (SLU – Law); Tamara Guilford-Davis (UMC Law) ; Barbara Hufker(UMSL); Terri Knouff (UMC); John Meyer(UMC); MaryAnn Samson(SLU-LAW); Caryn Scoville (UMC); Mary Wood (UMC); Mary Zettwock(UMSL); Larry Ruzich (UMKC)

Lisandra Carmichael & Barb Hufker introduced Christina Capstick, new to the UMSL – TJ staff.

There was a brief review of the October 14, 2003 minutes on-line. Minutes were approved with no revision.

Agenda item # 8 was changed to # 3.

1. MERLIN Circulation Standards (draft document sent 2/10)

MaryAnn Samson's draft was approved. There followed some discussion of where the document should reside on the MOBIUS website. It was decided that it should be both under *MERLIN Standards and Guidelines*

<http://mco.mobius.missouri.edu/article/archive/13/>

And on the MASC page

<http://mco.mobius.missouri.edu/article/archive/102/>

The "Circulation Standards" that are currently under *MERLIN Standards and Guidelines* are, in fact, reserve standards and need to be updated and relabeled.

There was also some question about the posted "Circulation Contacts." No-one could think of a reason the Coordinators would want to be on that contacts list, so it was suggested that they be removed from the list.

2. Reserve standards were approved after some discussion of who is scoped to alter item records. The borrower should alter records as needed, if it is possible, otherwise, the lender must alter the record.

2a. There was a question about whether the ILL and MERLIN databases are being updated. Who is responsible for updating and who is responsible for providing new information.

3. (formerly 8) MOBIUS/MAAC Report

- Baptist Bible College is now a member of SWAN.
- George has agreed to purchase more MOBIUS delivery bags.
- Janine is on maternity leave with her new daughter, Jasmine.
- Matt Weir from Webster University is now the Bridges rep to MAAC.

- Marian Craig from Warrensburg has changed her name to Marian Davis.
- *Lenders of last resort* will continue to be revised and needed. The standard has been raised to 2.5 or higher, with some small volume libraries choosing to opt out. Lender of last resort is defined as the last free (LVIS or other) lender, not last of all lenders. [UM directors are discussing reallocation of funds to compensate net lenders of non-returnables. There was some discussion of best practice vs. lenders of last resort within MERLIN, but it was decided to table the discussion until we hear from the directors.]
- Fran Stumpf from SCC will write a procedure for INN-Reach paging. There will also be a posted procedure for the back-up system, and a list of MOBIUS first contacts will be posted.
- The manual is ambiguous regarding Phase 3 and *deny if locally available*. There will be a report on *Pick Up Anywhere* at the June 3 MOBIUS conference.
- Transactions with Cooperating Partners (Springfield- Greene) do NOT count as MOBIUS loans.
- We should note that when accommodation is made for one library in the loan balancing table the whole cluster is effected, when one goes down, they all go down.
- Everyone should use the MOBIUS book-band template, and not include a list of extra charges on the book-band.
- No one should ever, under *any* circumstances, change an item belonging to another library to *claims returned*!
- The next MAAC meeting will be March 29

4. Putting renewal information on MERLIN book-bands.

It was generally agreed that the MERLIN book-band was not the appropriate place for this information.

5. Items not picked up from the Holdshelf

The only way to count abandoned holdshelf items is to check them out and check them back in again. If we do this, our stats will more accurately reflect the work we are doing. Unfortunately, this is not possible for INN-Reach items.

6. LSO/MCO update – covered in the MAAC discussion.

7. Printing INN-Reach notices locally.

UMKC is beta-testing INN-Reach notice printing with a test log-in. They will report back on the results.

8. INN-Reach enhancements

Mary Anderson has submitted a request that the home library should be printed on INN-Reach reports. We all think this is a great idea.

9. UM Storage Facility issues (with apologies to SLU)

- The Depository has more than a million volumes. Expansion of the facility is #5 on the capital improvement priority list and will cost \$4.3 million to complete.
- The UM Directors along with George Rickerson, Steve Lehmkuhle and Ralph Caruso met at the storage caves near Springfield to see if it would be practical to use that storage space and outsource retrieval of MOBIUS stored items. There was a discussion during which several members voiced concerns over several issues, including our ability to maintain professional standards; privacy and exposing patron records to non-library, non-MOBIUS personnel; the handling of delicate materials; ability of non-librarians to recognize inaccurate citations; etc. We have many unanswered questions about this proposal.

10. Tubs/Totes

We should have 140, we can account for 102. Each campus should purchase 5-10 new totes each fiscal year. Totes should be labeled for use of the MERLIN Cluster only, and should be dated on the bottom of the tote at the time of purchase. They will be numbered by Ellis. When we must remove a damaged tote from service, we should advise June DeWeese the number of the tote that has been tossed, so that she can remove that tote from the inventory.

11. OTHER

Please remind staff to check ILL book-bands to be sure of the owner of the materials.

Next meeting July 20, 2004

Respectfully submitted, Mary Jo Barbush-Weiss, recorder