



SWAN Coordinators Meeting - February 9, 2001

The SWAN coordinators met February 9, 2001 at 9:30 a.m. in the Olin Room of the Drury University Library. Present were Phyllis Holzenberg (Drury), chair, Victoria Johnson (Drury), Corky McCormack (OTC), Wendy McGrane (MSSC), Karen Letarte (SMSU), Dea Borneman (SMSU), Coleen Rose (Southwest Baptist University), and Barbara Schade (Crowder).

One member reported that their circulation staff would really like to see first and last names written on the green MOBIUS book band when the book comes to them. However, it was pointed out that the receiving circulation person could write this on the book band when the book is first checked in.

Wendy reported that they were still having problems with creeping notices. Victoria said they were having printer problems and lost some holds because of it, so some libraries may need to remind Drury of any holds they were waiting on.

There was discussion of the 690 MARC field and it was pointed out that this can still be used and can be searched using the added key word index.

The list of possible INN-REACH enhancements was discussed. We agreed - Coordinators are to discuss this with others in their libraries and bring any comments to the list.

We started to discuss what to do about books coming to Crowder when a patron forgot to specify their pickup location in MOBIUS. We looked at this on the web and decided the problem had been fixed. (I checked this later and discovered it is OK in SWAN but not in MOBIUS.)

A comment was made that the system only allowed 5 holds at a time and that this was a problem for some students but that as soon as a hold was filled then another hold could be placed.

It was brought out that it is very difficult to create a list using a range of Library of Congress call number ranges. Corky has the procedure for doing this which he will share with anyone who requests it.

The group decided that it would be OK to request that the MCO staff enter the following PMESSAGES for our cluster "e" - "need email" meaning to ask the patron for an email address and "v" - "verify address". It was decided that Phyllis should wait a week to notify MCO in case there are additional suggestions from circulation staff.

Corky had a list of proposed IMESSAGES. We decided that Phyllis would submit the following to the MCO staff to enter: "m" - "multi barcodes" meaning that items in a set have different barcodes and need to be checked out individually; "p" - "multiple parts" - meaning that a set has several parts for one barcode and whoever checks them in or out needs to make sure everything is there; "d" - "disk enclosed" meaning there may be a CD-ROM or floppy disk or any type of disk; "a" - "accessories"; "b" - "booklet encl."; and "s" - "sent to cat." Again we decided to wait a week before Phyllis submits these in case anyone wanted to bring some additions to this list.

Wendy reported that she had discussed with Cathy Stubbs that public messages are still not displaying in the Webpac.

No one has had any publicity concerning going live on INN-REACH. Disappointment was expressed that news

releases weren't provided by the MCO.

Corky reported that OTC is requesting four new patron types and since they do want these patrons to be eligible for SWAN and MOBIUS borrowing, we will each need to update our rule for cluster borrowing. He will notify us when this needs to be done.

Each institution needs to be responsible for checking on its ongoing unfilled holds. If these holds have expired then they need to be removed. In cases where a hold cannot be removed then the help desk needs to be contacted because there is a problem with some broken links. Every institution needs someone to continually monitor and work on the list of Bib level holds.

MCO is still in the process of adding the OUTLOC code to SWAN libraries. We need to make sure it is in all item templates and we might as well add it when we are working on a SWAN item.

Some reported a problem with some items not showing up in the SWAN catalog. This is because their location didn't get added to the multi list on the Bib. This is a process that MCO updates for us in a batch mode, usually nightly, but some records seem to have been overlooked in the last merging of records. Karen said that when you are working with a Bib it is possible to update the multi location yourself by clicking on the button that has 3 circus tents on it.

Also, it was mentioned that the current version of Guicat is version "j" and that probably only the site coordinator is pass worded to automatically upgrade versions of Guicat so when an upgrade becomes available the site coordinator should upgrade all Guicat workstations.

A list was passed around to find out whom the contact person for serials at each institution is. It was suggested that the serials people should get together and discuss problems related to serials.

The format for the 856 field was discussed. The SMSU representatives said that David Adams was suggesting that when a URL does not work for all institutions that a public note be placed in "sub field z" in the format "Institution name : Online Version : online holdings". There was no dissent but the thought was that the catalogers and public service people might want to provide some input on this.

The cleanup of bad data in the 856 field was referred to the cataloging committee.

Reserves are still not in a standard format, but we already have guidelines that everyone needs to follow. Some of the problems are things that were entered very early in the process.

The problem with the MARC field 255 (information on maps) not displaying was brought up and Phyllis said she would send that on to the MCO help desk.

A problem of bills being waived in SWAN was discussed. The owning library sends a bill to a patron and the bill should be paid to the owning library, not the patron's home library. Only the owning library is allowed to change the amount of the bill.

We discussed problems of the display of SWAN on the web and how it displays when going into MOBIUS. Everyone agreed it would be better if the SWAN frame disappear when going into MOBIUS. Karen said she had seen WILO and liked the web displays for it much better than ours. We said that probably a committee should be formed to look at the web display for SWAN and to make recommendations for improvements.

Barbara and Wendy told about Barbara putting a message on a couple of students' MSSC entry asking that they be reminded to return their Crowder item. Then a corresponding note was placed on the Crowder entry for these students saying when the items they had out were returned to remove the note from the MSSC records. These 2 students were Crowder students in the fall and are currently MSSC students. Barbara said she followed the note with her institution name and initials (ccbbs) and the date. We decided the circulation people should discuss how similar situations should be handled.

The next circulation meeting is scheduled for March 29. Wendy distributed minutes from their recent meeting.

Corky answered questions regarding the Innopac Users Group convention. He said that they don't usually have any scheduled events in the evening, although it has been announced that III is inviting everyone to their headquarters for dinner one evening.

We discussed whether advanced searching using the Alta Vista search engine should be added quickly as wanted by some clusters. Everyone seemed to agree that it would be best to take our time and not rush to implement Advanced Keyword searching without a thorough consideration of the issues involved.

Problems in Millennium Serials and electronic claiming were also mentioned.

The meeting adjourned at noon.

Recorded by Barbara Schade, Crowder College

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