



## **Minutes of the 8/25/00 Swan Coordinators Meeting:**

1. Agreed: that each Swan coordinator would compile a list of library personnel and post this information to the SW cluster list.
2. Agreed: the Swan cluster does not want to protect either address in the patron record.
3. Agreed: all fast adds and reserve materials will be entered into the system in capital letters. Either an abbreviation or the full name of the institution will also be added to the reserve materials: MSSC, Crowder, Drury, SBU, OTC, SMSU.
4. Agreed: that a button for Course Reserves shall be added to the Swan search screen. URL of the screen is: swan.Missouri.edu/search.
5. Agreed: we will continue to discuss the "medium" display BOOK/JOURNAL, VIDEO, etc. found in list of items after a patron does a search in the Swan catalog.
6. We have questions about the Item message field (line 25) in the item record. What is this used for at other libraries? What can we use it for? Corky will look into this for us.
7. We will find out if other libraries in MOBIUS contact one another about delinquent patrons. What do libraries do if a patron attends multiple institutions and is delinquent at one or both?
8. Agreed: Swan will use blue book bands based on SMS's band.
9. Agreed: Swan circulation personnel, along with the directors of each library, should meet periodically to discuss fines, lost items, etc. The coordinators felt that we could certainly discuss these issues, but we could not formulate policy.
10. Agreed: each library will have it's own policy as to whether or not it will accept a non-student ID from patron's wishing to check out materials.

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