Members:

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| **Name** | **Title** | **Institution** |
| **Robert Powers, 2018-2020** | Chair - Access and Learning Services Librarian | Rockhurst University   |
| **Cynthia Cotner, 2019-2021**  | Vice Chair - Head, Access Services | University of Missouri - Columbia |
| **Sally Gibson, Board Representative** | Library Director | Missouri Western State University |
| **Bradley Kuykendall, 2018-2020** | Reference Librarian  | Lincoln University  |
| **Donna Monnig, 2018-2020** | ​Director of Library and Academic Resource Center  | Moberly Area Community College |
| **Hannah O’Dell​, 2019-2021** | ILL Assistant | Springfield Greene County Library |
| **Andrew Stout, 2019-2021** | Access Services Librarian | Covenant Theological Seminary |
| Steve Strohl (Organizer) | Associate Director, Member Services | MOBIUS |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Members Absent:

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| **Name** | **Title** | **Institution** |
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Guests or Proxies Present:

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| **Name** | **Title** | **Institution** |
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Members Absent:

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| Name | Title | Institution |

Guests or Proxies Present:

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| Name | Title | Institution |

**Charge:** *Working in conjunction with the MOBIUS staff, this committee will provide input into the circulation and interlibrary loan functions of the MOBIUS Union Catalog. This can include policies, functionality, and other areas related to the courier system and its ability to move physical materials effectively among MOBIUS Member and partner institutions.*

**Website:** <https://mobiusconsortium.org/node/95>

*(Information on the committee, including past agendas and meeting minutes.)*

**Connection information**: On the web at <https://www.uberconference.com/mobius1> (there is a connect by phone option where the system call you or you can connect via voice over IP to your computer). Another option; you can also dial-in separately by calling **573-369-6832**.

**Email lists:**

* Committee Only is **comm-circ-courier@lists.mobiusconsortium.org**
	1. Confirmed that all of the Board members are on the “comm” list.
* General Interest is **circ-courier@lists.mobiusconsortium.org**

1. Call to order.
	1. Welcome (Steve & Robert).
2. Adoption of the Agenda.
3. **Announcement: Welcome New Members & Introductions.**
4. Old Business:
	1. Circulation and Courier Committee fiscal year 2018-2019 annual report submitted prior to June Membership meeting.
	2. Sierra 4.3 is released; waiting for 5.0 which is in beta now.
	3. UCM update.
5. New Business:
	1. Circulation
		1. St. Louis County is now part of MOBIUS (as of June 18th).
	2. Courier
		1. MALA courier integration and update (new relationship, etc - they are in the label maker)
		2. KS courier update
		3. **A**rkansas courier update
		4. Iowa courier update
			1. New Iowa Libraries:
				1. Council Bluffs Public Library – live now
				2. Indian Hills Community College – Tuesday, July 16th.
				3. Des Moines Area Community College – coming soon
				4. Northwest Iowa Community College -- coming soon
			2. Iowa RFP / Award.
	3. Courier Questions for Survey
	4. **Miscellaneous Question and more**
		1. Statistics: Public Libraries ILL stats vs Academic Libraries stats.  With more and more public libraries in our consortium, we are curious about what public libraries are using from academic libraries and vice versa
		2. Article Reach – Update
		3. TULSA public library uses stickers rather than bands.  Is this something we might consider?
			1. SLCL label update (see next page)
		4. Non-MOBIUS materials shipped via the courier
		5. Is there infographics/ simple roadmap on how the courier/MALA works?
		6. How do we start troubleshooting when we sense something is not right with the courier?

**SLCL Green Sticky Labels**

The labels:

[Proserv removable labels](http://www.proservbp.com/LabelsandForms/)

8 per sheet

How to Print the Labels:

St Louis County Library uses a print template to print the INN-Reach paging list onto the removable sticky labels directly from Sierra.  This template is available for any library to customize here <add link>.

Once customized, the template can be loaded into Sierra by going to Settings - Print Templates - INN-Reach Paging list. Load the jrxml file, and set it to the preferred template.

To print onto the label printer, simply add the labels to a printer that is compatible with a templated paging list. (printers must be post-script compatible).

Prepare the INN-Reach paging list, and print.

Sierra does not have the option to begin printing on a partial sheet of label paper. Please be sure to print with a full sheet. SLCL uses partial sheets to print blank labels. Blank labels are used for items that trap for INN-reach holds outside of regular paging. For this, we use a MS Word document.

(Note: There is a template for the labels in a jrxml format that we have that is not attached here.)