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** |
| **Bradley Kuykendall, 2018-2020** | Reference Librarian | Lincoln University |
| Donna Bacon (Ex Officio) | Executive Director | MOBIUS |

Guests or Proxies Present:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Institution** |
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**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.*

**Web site:** <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 calls 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 Strohl and Robert Powers).

*Opening remarks started at 2:00 pm.*

1. Adoption of the Agenda.

*Motion made by Robert Powers (RP), seconded by Sally Gibson (SG) at 2:05 pm.*

1. **Announcement: Welcome New Members and Introductions.**

***Introductions of each member at the start of the new committee year.***

1. Old Business:

*Remarks by RP while Steve Strohl (SS) summarizes the old business from the last committee meeting back in April.*

* 1. Circulation and Courier Committee fiscal year 2018-2019 annual report submitted prior to June Membership meeting.

*The report is available upon request and it will be available later this fall on the [MOBIUS Web site](https://www.mobiusconsortium.org/annual-reports).*

* 1. Sierra 4.3 is released; waiting for 5.0 which is in beta now.

*Due to a known issue related to the counting of statistics, it was decided MOBIUS would wait until 5.0 is released to move to the new version of Sierra.*

* 1. University of Central Missouri (UCM) update.

*UCM went live on their new system on June 13th.*

*UCM has dropped STAT for MALA as their courier, effective July 1st.*

*UCM’s data has now been removed from AVALON. The MOBIUS office has backed out UCM from Avalon so as not to interrupt service throughout the cluster.*

1. New Business:
   1. Circulation
      1. St. Louis County is now part of MOBIUS (as of June 18th).

*St. Louis County went live with STAT courier in late March.*

*St. Louis County contributed their videos as part of the soft “go live” in mid-June and will be contributing more of its collection as we move through the summer.*

* 1. Courier
     1. MALA courier integration and update (new relationship, etc. – MALA libraries are in the Label Maker)

*On Monday, July 15th, Donna Bacon (DB) and SS met with the new MALA team at their office in Independence, MO, and they had a positive conversation about working more collaboratively together.*

* + 1. KS courier update

*Recently, DB and SS met with a group from the Kansas Library Express to discuss working together. This would not result in any price increase for the membership, it would extend MOBIUS’ reach into Kansas. Nothing has been determined as of yet and we will provide additional updates as discussions move forward.*

* + 1. **A**rkansas courier update

*The Central Arkansas Library System (CALS) will be brought on to our INN-Reach Union Catalog. The hard part of this project is establishing courier service to Little Rock. While nothing has been signed as of yet, it looks like STAT will be the courier to go from Springfield to Little Rock three days per week through Harrison, Arkansas. Right now, we are looking at a mid-August “go live” date for CALS.*

* + 1. 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

*MOBIUS has recently brought on some libraries in Iowa thanks to a grant coordinated by the State Library of Iowa, which is encouraging and reimbursing academic libraries to join the MOBIUS-managed Iowa Library Alliance (ILA).*

* + - 1. Iowa RFP / Award.

*Concurrently, the State Library of Iowa has issued a request for proposals (RFP) for courier service for the public libraries of Iowa (some 500+). STAT Courier and MOBIUS partnered on a response and while we do not have anything to report at the moment, MOBIUS will as soon as something is official.*

* 1. Courier Questions for Survey

*RP discussed the merits of issuing a new survey in late September. SS will create a Google document so members can write / paste questions for consideration as part of the new survey. The committee has the questions and results from the 2018 survey and one goal is to maintain a level of consistency between surveys so we can analyze the results more effectively.*

*Update: Your link to the Google Doc where you can add your questions and comments for the survey can be found here:*

[*https://docs.google.com/document/d/1\_TzfU1ahGtbZPffEFicYjBnyFYvK6QEHaYDAgxnHTFQ/edit?usp=sharing*](https://docs.google.com/document/d/1_TzfU1ahGtbZPffEFicYjBnyFYvK6QEHaYDAgxnHTFQ/edit?usp=sharing)

* 1. **Miscellaneous Questions 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

*Cindy Cotner (CC) sent in a few questions (see below) that the committee discussed. SS mentioned that MOBIUS compiles borrowing and lending stats that are posted to the Web site. Also, Hannah O’Dell (HO’D) mentioned that they keep basic information on interlibrary loanss on a spreadsheet. Others do as well. The MOBIUS office will distribute the link and password information to the Web-based INN-Reach reports that folks can use as well.*

* + 1. ArticleReach Direct – Update

*RP asked the question of who is using ArticleReach. Most libraries who are using ArticleReach are using it as a staff-side searching tool. SS mentioned that if a library uses an open URL link resolver (such as the one that is included in our latest contract with Innovative) that this would allow patrons to serendipitously find things without the help of library staff.*

* + 1. TULSA public library uses stickers rather than bands.  Is this something we might consider?

*St. Louis County Library (SLCL) label update (see next page).*

*SS mentioned that SLCL has taken the sticky labels to the next stage since they use print templates and their existing printers. It was discussed that we would coordinate a panel presentation with SLCL and Tulsa City-County Library (TCCL) and record it to talk over their use of labels and see if this is something that MOBIUS members could now more readily take advantage of and use in the future.*

*UPDATE: Due to the interest level of libraries wanting to know more about how St. Louis County is using their version of the TCCL sticky labels, SS is in the process of setting up a webinar that we can record where SLCL will go over what and how they have done this so others can watch and consider adopting these labels for their library. More information on the specifics of the webinar will be coming shortly.*

* + 1. Non-MOBIUS materials shipped via the courier

*SS mentioned that as long as your library is in the FROM field, that the context-sensitive Label Maker would only show you libraries you can send materials to via courier, so it pays to always check the label maker to see if your target library is in there, and if so, you can use the courier for any and all interlibrary loans.*

* + 1. Is there infographics/ simple roadmap on how the courier/MALA works?

*SS mentioned that MOBIUS does not have a neat, nifty infographic. Right now, we have our route lists on the Web site, but we have not worked with data visualization as of yet.*

* + 1. How do we start troubleshooting when we sense something is not right with the courier?

*SS mentioned that besides using the MOBIUS Courier Statistics on the Web site, the office can do any checking and troubleshooting on anything that folks have questions about.*

**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.)