

June 7, 2004  
Arthur Public Services Committee Meeting Minutes

The Public Services Committee met at MCO in Columbia. Attending this meeting were Nina Stawski –Stephens, Tena Barratt – William Woods, Lois Marshall-Lincoln University, Lucia D’Agostino – Columbia College, and Cindy Bassett - Missouri State Library. Angela Gerling – Westminster College was unable to attend.

The committee discussed the updates to the Arthur web pac with Lynne Edgar from MCO. Unfortunately, the Arthur test server was down so we used printed versions of the test site to explain to Lynne the changes that we would like to see. The changes are as follows:

- Main page – We want the page to fit on one screen with no scrolling; remove the top blue bar and have the quick search box function as the top bar to the “box”; make the drop down menu for the quick search list keyword, title, author in that order; alphabetize the names of the libraries; put blue bar at the end of the libraries, then list other options underneath it.
- Search All Arthur Collections page – We want to keep the quick search box; adjust all headings to be in Verdana font and other explanatory text to be in Times New Roman; make text sizes standard, and increase the white space between blue bars.
- Keyword Search page – Remove the heading (Arthur Library Catalog – All Collections) and all explanatory text at top of page; separate the Search box and limiting boxes and place a heading above the limits titled “Options for Limiting Your Search” – this will make clear that the user does not have to fill in all the boxes to implement a search; standardize text fonts and sizes; fix typo “Adjacency”; terms such as adjacency should be in Verdana, explanatory text in Times New Roman and examples in Times New Roman italicized; Change the heading of “Type in words to search” to “Search Tips”; use percentages for table size if possible so that it fits all screens.
- Search Results page –Revise coloring on buttons for easier readability; consensus is to make them darker.
- Item Record page – Make “Search: MOBIUS” on navigation bar standard on all pages.
- Request page – Issue with the scrolling of the pick up location drop down menu was reported to Lynne who said she would open a ticket at the help desk to look at it; remove reference to “Campus” in favor of term “Location”; instead of Campus ID #, use just ID # ; explanatory box on right should be rearranged to put information about id # first, then explaining location codes; a heading for this box will be titled “ID # Help.”

Follow Up: Lucia will email the text of our FAQ’s to the committee and to Lynne. Tena will play with the colors in the new logo to make them closer to the colors in the web page; she will email the new logo to the committee and to Lynne. Lynne will email the

committee with a link to the test page when the changes are made. This should take no longer than 1-2 weeks. The committee will review the changes, confer by email, communicate any concerns to Lynne to fix and then email the site to the Directors for approval. This process should be completed by July 16<sup>th</sup>. Our hope is to go live with the page between August 1<sup>st</sup> –15<sup>th</sup>, 2004.

Nina is working on the brochure and has completed the outside sections. She will continue with her work.

The next meeting of this committee is scheduled for July 22<sup>nd</sup>, 2004 from 2-4pm at Missouri State Library.

Respectfully submitted,  
Cindy Bassett  
Missouri State Library