

**ARCHWAY PUBLIC SERVICES COMMITTEE  
MINUTES  
SEPTEMBER 7, 2001**

**Attendance:** Pat Williams, co-chair, Celia Bouchard, Jan Earnest, June Gill, Genie Klein, Ying Li, Sue Morgan, Janice Patton, Barbara Pope, Bonnie Sanguinet, Carol Warrington

**Guest:** Carol Bennett

**Minutes** –The minutes of June 29, 2001 were approved.

**Agenda** –With the addition of three items the agenda was approved:

- Patron record fields—Bonnie Sanguinet
- 2001 Update—Bonnie Sanguinet
- Returned too long report—Carol Warrington

**Selection of new co-chair**—Jennifer Dodillet regrets that she must step down as co-chair of the committee for the remaining year of her term. Ying Li agreed to assume responsibility as co-chair for a two-year period.

There was a discussion as to whether the committee was a set committee or whether we would rotate positions. It was agreed that it would be an individual decision for each institution.

**Reports:**

**MOBIUS Access Advisory Committee** –Carol Warrington discussed and distributed the minutes from the July 24 MOBIUS Advisory Committee Meeting.

- The Returned Too Long Report was explained and a list was distributed with items that are still hanging. Each location with items on the list was asked to troubleshoot their items. Carol will send procedures to the committee via the Archway e-mail list.
- Each member was asked to check the information on the MOBIUS Circulation and ILL Contact Page <http://sequoia.lso.missouri.edu/mobius1/maac.htm>. Routing information should be verified as well as barcode information. Bonnie will update the barcode information for SLCC.
- The load-balancing table was changed at the March Access Committee meeting in an effort to try to equalize MOBIUS borrowing tables. Summer was not a good time to evaluate the effects of the changes, so borrowing trends will continue to be monitored throughout the fall term.
- Members were reminded to respect the policy of only allowing one renewal for MOBIUS loans. The system will permit an override but when a book is renewed more than once on a local system, neither the MOBIUS catalog, nor the lending library's catalog is updated. This results in the book being listed on the Items Borrowed Too Long Report.

- Scott Britton, WashU, has updated book bands. It was suggested that when members use up their supply of bands that they print the new revised version. The book band template is located off the MAAC page.
- There was a brief discussion of reserves. Electronic Reserves when we begin to use them should be coded to suppress them from the MOBIUS catalog.

**Clickable location codes** –Carol Bennett explained that some of the 5 letter location codes used by MOBIUS institutions were duplicated in InnReach. This duplication creates problems with a format where patrons click on a code because it might not always be clear which institution to select. The cluster representative will be called upon to vote on a solution to the problem. After discussing several options the committee suggested putting both locations in the clickable field or putting in a message directing patrons to ask for assistance as a second choice.

**Display of 856 in MOBIUS (hot links)** –Carol Bennett reviewed the 856 display options with the group. The options included: 1) displaying bib 856 only 2) displaying bib 856 and holding 856 or 3) displaying holdings 856 only. Members supported #2. The consensus was that displaying both the bib and holding would give the most access.

**Summary notes (4=520's) being provided by BNA** –Carol Bennett provided information about vendor-supplied text to enrich eligible bib records with 520 field summaries. The enhancement would be free but we have already keyworded and indexed in 520. The committee did not feel that this would complicate searches and agreed to recommend that we use summary notes.

**Advanced Keyword Search –Carol Bennett.** It was agreed that the ARCHWAY help screen for keyword searching was not clear and that it should be revised. The committee looked at the BRIDGES screen. It was a good example of what we wanted to accomplish: simplified explanations, rearranged page, eliminating the word “scope” and using the term library location instead. Members agreed to discuss this with their reference staffs and to write down suggestions for our next meeting.

**E-mail notices** –Bonnie Sanguinet. The question was raised as to whether we wanted to set up our web sites so that patrons could enter their own e-mail addresses into the system. The committee viewed the Lindenwood University web page as an example. Members that want the set up must make individual request from their own server or from Columbia.

**Results of testing MOBIUS requests sent to Archway level** –Committee members were asked to test to see if cancellation notices were generated for “non-requestable items.” There was mixed feedback. Sue generated a notice in her test, Pat and Genie did not. It was agreed that we would try the test again and report back at the next meeting.

**Displaying the public note field on the browse list** –It is possible to add a 4<sup>th</sup> column to the display in OPAC. There was consensus that there is currently no need for it.

**Patron record fields** –Bonnie Sanguinet discussed patron records and distributed a list of INNOPAC patron record fields, which indicated which fields are protected and which are overlaid. Protected Information in existing records stays no matter what new information comes in with loads.

**2001 Update** – There was a discussion of the update and when it might be loaded. The new documentation can be accessed through CSDirect. Of the options available it appears that Thursday, September 13 at 6:00 p.m. is the least intrusive time for most locations. It is estimated that the load could take up to 2 hours. The decision will be finalized over the listserv.

**Meeting date** –The next meeting is scheduled for November 16, from 9:30 a.m. to 12:00 p.m. on the Meramec campus. June will secure a meeting room and get back to the committee with the location.

Submitted: JGill 9/10/01  
Revised 9/17/01