Archway Public Services Committee
Meeting Minutes
9:00 a.m. September 13, 2002

Present:

      Barbara Pope, Celia Bouchard, June Gill, Jan Earnest, Pat Williams, Genie Klein, Sue Morgan, Ying Li, Jennifer Dodillet, Janice Patton, and Bonnie Sanguinet.

1.   The meeting's agenda was approved without additions.

2.   Corrections to the May 3rd meeting minutes. The word "find" under Item #6 in the second to the last sentence should be "fine." Bonnie added a statement that "Overdue notices will be available in MilCirc with Phase II." The previous meeting's minutes were approved with these additions.

3.   **Review and approval of AVS screens.**
   On the Archway keyword search screen at http://archway.missouri.edu/search~/X, the tokens were changed so that we have material type on the left and format on right. There was discussion about whether there was anything that we would like to have changed. Next Friday, September 20th, the Archway Steering Committee will be meeting to approve the keyword search screen. Comments were made about possibly making the top blue box on the keyword search screen a little wider so that things are spaced out a little bit more and look less crowded. Bonnie said it might be possible to change this before next Friday's meeting. Several people commented on the blue color of the keyword search screen and were not sure if this was the ideal color, but Bonnie said blue is the color we have been working with all along and blue was proven to be the best color. The original idea was to coordinate the color of the keyword search box with the Archway logo.

4.   **Review and approval of main menu screens.**

5.   **Review and approval of opacmenu screens.**
   On the Opac menu screens, most everyone agreed it looks good. Sue said that she thinks the wording on the different pages should be changed so as to be consistent (i.e., keyword or keywords and subject heading or LC subject). She said she thought this would be less confusing to the student. Everyone agreed that the MOBIUS screens look good.

   "Bread crumbs," or the links that appear in the upper left corner of some of the pages, appear on every page except the opacmenu page. If we want, we can still ask Hardy to put them on that page if we want to. Jennifer commented that having the bread crumb MOBIUS link might be confusing because to start over, they may click the MOBIUS link instead of something else.

   It was also noted that having both the "Archway" and "Archway Catalog" links at the top of the OPAC menu screen is redundant because both of them go to the same

place. Bonnie will confirm with Hardy that the links will go to two distinct places when the pages are put on the production server.

6. **Review and approval of FAQ screen.**

7. **Recommendation for best time to put new pages in place.**

    Bonnie said that the only time that it is possible to put the new pages in place is a weekday. Hardy prefers morning so that there is time to deal with any problems that may arise. We will still be able to access the system, but there may be inconsistencies in some screens. Everyone agreed that Thursday would work well for their site.

8. **Update on My Millenium Test.**
    It is possible to limit who can access My Millennium to patron types. Using My Millennium, patrons can save searches for materials by title, author, or subject, and be notified when new materials arrive. Patrons can also modify personal information or see a list of items they have checked out. The system can be modified to allow patrons to change their mailing address and email address. Most of the committee agreed that it is not a good idea to allow patrons to change their own mailing address, but that changing their own email address might be a possibility. Ying asked if we could have the email field as the only field a patron could change themselves. Someone asked if we could add some kind of free text to the screen telling people what to do to change their postal address. Whenever a patron does a search, they can click on "Mark for Email" and if anything new arrives, an email notice will be sent to them. There was a question about whether the search only applies to items in your own library or if it can include other libraries as well. Bonnie did a test of this and found that it is possible to specify that you want it from a certain school and that it can be a school other than your own. It is also possible to limit the number of searches a person can save by Patron Type. Someone also asked if the "New Item" notices must be delivered via email or if those who don't or can't input email addresses receive it via postal mail.

    There are new buttons in My Millennium, including Public View, Logout, Update List, and Staff View. The My Millennium system is in frames, one frame at the top where the menu is located and then one larger frame at the bottom. It is unknown whether the frames can be turned off. It is also possible to look at a serials check-in record, including expected check-in dates, item records, and order records. The Update List button in the Preferred Searches List allows the patron to delete old searches at will.

    There was some question as to whether personal information displays in the OPAC. It was supposed that it probably does not and that this is only visible in MilCirc, but some members agreed to test it and find out.

9. **MERLIN AVS screen with button for no search results – decision on adding – Ying.**

Ying said that MERLIN has the option on their search screen to repeat an unsuccessful search in MOBIUS. Bonnie questioned this idea because if a patron had a bad search the first time, a pass through search on MOBIUS is probably not the answer. There was discussion about adding "Start Over" and/or "Search MOBIUS" buttons at the bottom. Ying said hopefully, if they don't have good results, they will scroll to search tips and may be able to fix the search (misspellings, etc.). They will also be led to the buttons at the bottom if they want to start over or search MOBIUS.

10. Consideration of adding non-requestable as an item status – Pat.

Pat said there are certain items that her library would like to put aside for their own users. She would like to know if other libraries are doing this and how they handle it. What is the philosophy behind it? Jennifer said that her library only does it for their McNaughton collection. Ying said that she understands this, especially for very popular books or books used for classes.

11. Reconsideration of "missing" displays from multiple item statuses – Bonnie.

Bonnie brought up item status codes we translate to "missing". She handed out a table displaying the translation of each status code for each MOBIUS cluster. SLCC Technical Services staff has some difficulty with five status codes being translated the same and wanted to suggest unique translations for each of the codes. There was discussion about the issue and the committee agreed that the existing way is the best way for Public Services and we don't understand what the Technical Services issues are. Having multiple display codes appearing to users may be confusing, as they don't really need to know the difference between something being just missing or missing and billed. Someone suggested that maybe we could develop a cheat sheet to put at workstations so that all staff know what they are, but that the public display stays the same.

12. Consideration of implementation of Request-Multi enhancement in 2002 upgrade – Bonnie.

Request-multi allows the user to mark materials for requesting and then entering their name, ID number the PIN only once. There was discussion about this and most agreed it sounded like a good idea. Ying said SCC may have concerns about students marking on the search list and not thinking consciously. If it's possible, they would like to limit the number of books a person can request at one time. We will continue to look into this.

13. **Other**

Someone added a comment about wondering what happened to the idea of not having to input location or date each time when requesting a book on MOBIUS. This is apparently a bug that will be fixed the Update 2002, Phase II..

Sue asked if anyone has any ideas of posters to publicize library. Most said they are just using standard handouts, etc.

Ying said students at SCC are now using E-Books.

14. Next Meeting

The next meeting will be on November 1st at Meramec campus in the Library. The meeting will start at 9:00 a.m.

Recorder: Celia Bouchard