

Archway Steering Committee Meeting Minutes
January 16, 2009
St. Charles Community College

Attendees: Jill Nissen (STLCOP - Chair), Jean Rose (SCC), Stephanie Tolson (SCC), Kirsten Young-Abotsi (STLCC), Debbie Woolverton (STLCOP), Bonnie Sanguinet (STLCC-M), Lisa Farrell (ECC), Sue Morgan (Jefferson), Loretta Ponzar (Jefferson), Ying Li (SCC), Kelly Mitchell (SCC)

Jill called the meeting to order at 9:00 am. The Meeting Agenda and the Minutes of the September 19, 2009 meeting were approved as presented.

Discussion Items

Materials Booking Demonstration –Ying

Ying demonstrated how A/V materials are booked in Millennium. Currently librarians book materials for instructors because if instructors try to book in the Archway catalog on their own, it may appear that they can book materials from other colleges. Stephanie recommended that self-booking be turned on in the Archway catalog to test it. Jean will ask MCO what needs to be done to turn on self-booking for the cluster. Kirsten will email other institutions to find out if they are using self-booking and how it is working for them.

Evaluate Existing Status Codes – Jill, Kirsten, Jean

Jill reported that there are no status codes available for STLCOP to use. Jean distributed the current list of status codes and reported that there cannot be more than 32. Those that must be retained are:

m	Missing
n	Billed
o	Lib Use Only
s	On Search
t	In Transit
z	Claims Retd
	Special Characters (\$, !, @, #, etc.)

Jean generated lists to find out which status codes were being used the most and by whom. Two codes that could possibly be replaced are Off Reserve (f - being used by STLCC) and Unavailable (u - being used by STLCC and STLCOP). Jill will investigate how STLCC and STLCOP are using these codes, and whether one could be replaced with a new STLCOP code.

Prospective MOBIUS/MLNC Merger – Stephanie

As a result of a meeting in October 2008, constituent groups are looking into the ramifications of the merger of MOBIUS and MLNC.

Hung Ports Issue – Kirsten

Kirsten encouraged the group to let MCO know about any issues with hung ports in case it is a problem with Innovative. Members of the committee reported that the issue has been better since returning from the break.

Committee Reports

MAAC (Access Advisory Committee) – Bonnie/Jill
See attached report.

MACPAC (Annual Conference Planning Advisory Committee) – Lisa/Kelly
Lisa reported that MACPAC met in November to select proposals and created a Schedule-at-a-Glance for the 2009 MOBIUS Annual Conference on June 2-3. One of the top three Advisory Committee selections for keynote address verbally committed to speak, but since no contract has been signed yet, the name has not been released. MACPAC will meet again March 5.

MCAG (Coordinators Advisory Group) – Kathy/Kirsten
Kirsten reported that MCAG has not met since August. It will meet again March 5.

MCDAC (Catalog Design Advisory Committee) – Carol/Jean
See attached report.

MCMAC (Collection Management Advisory Committee) – Stephanie/June
Stephanie reported that MCMAC is going forward with looking for book vendors that include e-books in their inventory. The committee will meet again Feb. 17.

MERAC (Electronic Resources Advisory Committee) – Sue/Jill
Sue reported that MERAC met in July. Committee members agreed that it would be advantageous to invite and encourage both new and continuing advisory committee members to meet at the MOBIUS conference. She also reported that no one has purchased databases through the Cafeteria Program. The committee will meet again online in February.

ArchTech – Carol/Jean
Jill reported that ArchTech did not meet per Carol Bennett.

ArchPub
Jill reported that ArchPub did not meet per Kathy Schlump.

Open Logs

Kirsten reported open logs for *Hung Ports* and *Nearby on Shelf* in the Archway catalog. During the meeting Kirsten tested *Sort by Year* in the catalog, and it seemed to be working.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,
Kelly Mitchell

Archway Steering Committee
Nov. 18, 2008 MAAC Meeting Highlights

The MOBIUS Access Advisory Committee held their online meeting on November 18, 2008.

Quarterly Delivery Update

The fuel surcharge for 1st Choice was started at the end of October, retroactive to September 15th. As gas prices have fallen dramatically, the fuel surcharge is not in effect, and 1st Choice has decided not to apply it retroactively back to September 15th.

There is an upcoming meeting with First Choice on Dec 2. The purpose of the meeting will be to discuss the technical requirements and feasibility for tracking bags from the time they leave the sending library to the time they are delivered. One possibility under consideration will be assigning libraries an automated shipper number (ASN). Libraries could then enter the bags into 1st Choice's tracking system so the driver can scan them on pickup.

Matt Wier (Bridges) requested that drivers have a tarp to cover bins on days when it rains. Some libraries do not have covered loading docks. He also requested that First Choice report any changes in delivery times and routes, subs/replacement drivers, etc.

Shuqin Jiao (SLU) reported that her regular guy has no scanner, and she is unable to track lost items. In addition to SLU and SLU Law, the drivers for Missouri State Library, Three Rivers Community College (Gallahad Cluster), and Culver-Stockton are not scanning their bags. Tony Garrett (MERLIN) reported that their driver scans sometimes. Judy Rice (WILO) reported that their driver only scans at the truck. Scott advises checking the First Choice web site to verify that bags were scanned. Roe Gnuschke (Towers) reported that their driver says he scans, but he does not bring it in for signatures.

Scott will bring up these issues with First Choice.

Number of days of expected turn-around: MAAC voted for the wording to say 2-4 days.

Lenders of Last Resort: Univ. of Missouri-Columbia Ellis Library, Harris-Stowe, MU- Law, and MU-Health Sciences.

Circulation FAQ/Best Practices

Sharon Upchurch (Lance) asked the group if we still wanted to pursue this. A committee was formed and they will use the SWAN training manual as a guide.

Matt Wier (Bridges) asked if the name of the ILL/Circulation Contact List could be changed. MOBIUS Staff Contact List was proposed as an alternative. Matt also suggested that the person on the list should be the person who actually deals with MOBIUS circulation problems at their institution. **Mary Anderson (MERLIN) suggested that we ask the libraries in our clusters for input on how they use the list.** We should ask them if they need the ILL information.

Matt also wondered if we could put the institution's number on the book band. **Mary suggested that we include this in our questions to libraries.** Matt agreed to include all of this in his email. Joshua Lambert (SWAN) asked the exact page that we are referring to. The URL is <http://mco.mobius.missouri.edu/filemanager/fileview/502/>.

Current Offerings for Training Courses in Circulation

Scott asked for feedback on the three proposed classes for Spring 2009: End User Millennium Circulation (Front Desk), Course Reserves, and possibly Inn-Reach. Scott inquired about our delivery preference, and a majority voted for online. Scott asked if we preferred instructor led with PowerPoint or another format. A majority preferred non-PowerPoint. Bonnie Sanguinet (Archway) saw the benefit of both online with a live instructor and self-paced PowerPoint for all classes. She would like to see courses available both ways. Matt Wier proposed that if someone wanted to participate in an online class which was taught in real-time by MCO staff they could do so by filling out an online course reservation form. Scott asked if we want identical online and in-person classes. Or, do we want the online class to be more of a general overview and have a more detailed class in person. **Matt suggested asking the clusters for their preference.** Scott will gather this information from the clusters and get back to MAAC.

Bag count procedure/instructions for the new form – Scott Peterson

The form was changed over the summer, but Scott pointed out that current procedures do not reflect these changes to the form. Scott will re-word the procedures and submit to the list.

PUA – Changes to Paging Slip – Gayla McHenry (Truman State)

Gayla suggested making the “Pick Up Anywhere” more visible on the slip. Some suggested the top of the slip under the pick-up location. Joshua Lambert (SWAN) asked if this was technically possible. Matt Wier (Bridges) suggested that if it is possible, then we should move it. Owning library oftentimes uses the wrong band and this creates confusion. Sharon Upchurch will ask Gayla to provide a sample and send it to the list. We will discuss this at the next meeting.

Other announcements

Matt Wier (Bridges) reminded everyone that Webster has two different locations. Pay close attention to the location when sending materials to Webster.

Alice Ruleman (Quest) reminded everyone that if you receive something damaged to let the lending library know right away.

Sue Reed (Arthur) reported that Columbia College has requested students checkout from other MOBIUS libraries be increased from 10 to 35. Mary asked if Arthur would be willing to settle for the 20 limit for now. Matt suggested that we wait to see if 20 will do for Columbia.

MCDAC Report for Archway meeting on Jan. 16, 2009

The committee met on November 21, via Adobe Connect.

1. MOBIUS Update: The search for the MOBIUS Assistant Director continues. [Since then, Donna Bacon has been appointed and will begin on February 1, 2009.] They have begun the search for a MOBIUS support person. All MOBIUS sites have been updated to Release 2007 1.1. An MLNC/MOBIUS merger is being discussed.
2. New indexes: The MCDAC proposal for new indexes was approved by the Executive Committee. Christopher will proceed with this. The indexes we agreed to implement are genre, music number, ISBN, ISSN, and publisher keyword. Standard numbers will be indexed in their own index and in the standard number index.
3. Sorting in WebPac Pro: The Committee voted to accept the sort-by-date web page.
4. Local URL software from Innovative: It is thought that this software will improve display in the central catalog. Christopher was asked to investigate setting up a demonstration of the product.
5. Index display: Stephen demonstrated a problem with an index display.

Example – MOBIUS catalog

Search for author: Sousa, John

- Choose Sousa, John Philip, 1854-1932 (922 entries)
- First ten or so entries are OK
- Then titles are out of order and some entries are repeated numerous times. E.g., "Music for wind band" appears as entry 12-13, 15-18, 22-29, etc. Some of these are unique entries. Most of them are not. This seems to be happening, because these records include added 7xx entries with |t fields. See OCLC number 60325875. The index display, displays the title from the 245.
Some catalogs have solved this problem and Washington University of St. Louis is one of them. They have opted to display the analytical title is displayed in the browse display. Stephen described the solution in an email. We need to make a change in the briefcit.htm file.

A motion was made and seconded to implement the change. Motion carried with no dissents.

6. Redesign of MOBIUS Catalog: It was decided to launch a redesign of the MOBIUS catalog. A Task Force will be appointed, as we felt there was a need for public service input.
7. TOC enhancements of MERLIN records: MERLIN is getting TOC enhancement, but these cannot be carried into MOBIUS unless MERLIN is the master record.
8. INNREACH enhancements: Proposals are due by Jan. 9th.
9. Backstage issues: Christopher reviewed some problems with Backstage authority processing. Some clusters are seeing more blind authority records. The reason for this is that Backstage archives bibliographic headings for which they did not find a match in the LC authority file to a "brief file". During the Notification Service processing, Backstage compares the brief file, along with the copy of the cluster authority file, to LC, looking for matches. Since Backstage migrated

to a new system in the spring of 2008, they have been getting an increased number of authority matches for previously unmatched bibliographic headings. The problem is that the brief file that contains these records represents up to six or seven years worth of unmatched headings. We believe that Backstage is providing authority records for bibliographic headings which have since changed or been removed from the cluster catalog.

Backstage has proposed deleting some or the entire brief file for each cluster as a possible solution to the increased number of blinds. Backstage can set up an algorithm by which any previously unmatched headings older than [number to be determined by MCDAC] years be deleted with each authority processing run. Alternatively, Backstage can delete the entire brief file.

It was moved and seconded to remove unmatched headings from the brief file after three years. Motion carried with no dissents.

ACTION: Christopher will notify Backstage of this decision. He asked that clusters let him know if this solves the problem.

10. Re-profiling Backstage profiles: Christopher indicated that Backstage offers more options and more customization now. He asked that MCDAC look at re-profiling and at whether one profile can be set up for all MOBIUS clusters.

When asked about differences in current profiles, Christopher said that there aren't significant differences. Some clusters get different reports. A reason to not re-profile is that everyone is happy with the services they get. However, they may still want to look at the profile to review new features.

It was decided to form a subcommittee to consider the re-profiling issues. The subcommittee was appointed. Members are Denise, Jim, Felicity, Cathy, and Scott.

The URL for current MARS documentation is ac.bslw.com/mars/guide/.

Chb 1/15/09