ARCHWAY STEERING COMMITTEE
MEETING MINUTES
FLORISSANT VALLEY ROOM 201
NOVEMBER 11, 2005

Attendees: Carol Bennett, Cathye Dierberg, Genie Klein, Jill Nissen, Jean Rose, Bonnie Sanguinet, Kathy Schlump, Stephanie Tolson, June Williams, and Pat Williams.

Agenda was approved with the following added: Multiple location hold shelf and location of the next meeting.

Minutes of the July 29, 2005 meeting - several additions were noted and will be forwarded to Debbie Woolverton for revision of the minutes.

Location of the next meeting was confirmed as STLCOP on January 20th 2006.

DISCUSSION ITEMS:
Archway priorities for MCMAC
Stephanie led discussion regarding the priorities listed on the handout that had been emailed to the committee. After discussion, the consensus was to rank 1-6 (highest to lowest) the following issues:

1 Last-copy retention of JSTOR titles
2 Analysis of duplication in monograph holdings
3 Discussion of circulating AV materials (Archway wants a way to opt out if implemented)
5 Storage issues
6 Inventory of uncataloged microfilm sets
6 Revision of loan MOBIUS periods (Archway feels this is an access committee issue)

Stephanie will report this at the next meeting of MCMAC.

SCAT table revised
Jean advised the committee of revisions that had been made. This involved the insertion of further breakdowns of several call numbers and was mostly done by filling in the blank lines. The revised SCAT table was approved as submitted.

SLCC new barcode format
Cathye advised the committee that SLCC was issuing new generic identification number to all students, staff and faculty February '06. The new barcode will begin with a capital A at the beginning of barcode. III will need to do this in Millennium. Cathye advised that the other institutions of ARCHWAY should be sure their barcode scanners could accommodate this pattern recognition change. This change will take place after the next load of patrons. Both new and old barcodes will be in the patron records for the remainder of Spring 06 semester, beginning Summer 06 new ID cards will be required of all SLCC.

Release 2005 upgrade – December 19, 10 am
The committee agreed that the Release 2005 upgrade would be best scheduled on 12/19/05 @10 am.

Hold Shelf change
Cathye gave a progress report regarding our request for a change from automatic to manual clearing of the hold shelf. Explanations for the 2 different settings were included as a handout. III will advise MCO next week regarding how circulation procedures will change. MCO will make the change if we want it done. Each college should let Kirsten know if they want this feature turned on.

MY MILLINNEUM
      Bonnie reported success with being notified of new items received. Lynne Edgar has suggested a hot link directly to the bib record. This idea was liked by all, and Bonnie will contact Lynne to see that this is done.

COMMITTEE REPORTS

Training task force
Bonnie reported that a select group of the task force had met once in Columbia. The following brainstorming ideas were put forth by the task force for discussion. Members of the task force have been discussing issues and subjects via email.
      Subjects - revisiting profiling, MCO website (INN-REACH reports), (MOBIUS procedures), billing resolution, distance education, and Innovative manual.
      Methods - question tree (trouble shooting), tutorials (Centra recordings) and (MOBIUS wide end user w/MCDAC), more scheduled & publicized events, tips (via email to MOBIUS Users-L), topic email lists & archives, clearinghouse, opt-in alerts, and table topics at annual meeting (lunch). **Resources** - members as resource.
      Survey - site coordinators will distribute within institutions.
      There was some discussion regarding the role of MCO in training and whether institutions could afford the time involved in staff being resources and what that might involve.

Public services
      Genie reported that Public Services Committee has not met but has a meeting scheduled on December 2.

Archtech
Carol reported that there had not been a meeting. Catalogers are going to authority training with Bridges next Friday November 19th

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MAAC

Bonnie reported on the group's last meeting September 26th.

MCO Update:

SWAN server replaced, ARCHWAY and ARTHUR are next

2005 update will occur around Thanksgiving

New training software called Centra has been acquired and used to offer real-time training via the Internet.

SLU will withdraw from MERLIN and become own cluster within next year.

Training task force has been formed, survey will be conducted & results will be forwarded to Executive Committee.

Priority paging – further information was given. Available at cluster level, automatically forwards a hold if not filled by 1 library within a certain time period, if hold not filled after that the hold is cancelled.

Delivery Issues

Even if value is declared on the delivery sheets, Lantern will only pay $100 for each bag lost or damaged. Concerns regarding this are being forwarded for Executive Committee to use for contract renewal negotiation next year.

Bag Distribution.

MCO listserv pertaining to delivery and circulation issues was proposed

Checklist of items that cluster access groups need to discuss.

Discussion involved – books' being sent without barcodes needs further investigation to determine patterns and whether number is increasing.

Books are still being sent with wrong color book bands.

Paging slips are still being taped to book bands

Libraries are encouraged to shred paging slips and book bands for privacy purposes

MCAG

Report to Archway Steering Committee Meeting - Nov. 11, 2005

MOBIUS Coordinators Advisory Group (MCAG) - Tuesday August 9, 2005

Eileen Condon (Eden-Webster) was elected new Chair.

EDIFACT. When ISBN numbers expand to 13 characters in 2007, Innovative electronic ordering will need EDIFACT software to continue to function, but III considers EDIFACT to be a new product rather than an enhancement, and will sell it separately. Currently libraries in about half of the MOBIUS clusters use Innovative electronic ordering and would like to be able to continue to do so. MCAG will recommend to the Executive Committee that MOBIUS purchase EDIFACT for the consortium.

MOBIUS Action Plan Section E. Discussion on how this committee should fulfill its Charges and Strategic Initiatives as stated in the MOBIUS Action Plan focused on these issues:

MCAG will create & implement a survey to determine what software is being used by MOBIUS libraries to enhance library service.

The first Strategic Initiative is "…explore using the CLP to facilitate sharing beyond monographs, i.e. serials and non-print media." We have heard that both Ohiolink and Prospector are working on article-sharing. Gary Harris will check this out and try to get additional information for us. Judy Fox will look for written information to forward to committee members.

Another Strategic Initiative is: "Establish formal program with goal of insuring that the systems we present to users have the characteristics that users want…" The Committee will recommend to the Executive Committee that faculty and students be involved in usability testing as part of the next MOBIUS catalog redesign.

Review of IUG Enhancement Process. This year we tried to coordinate voting by IUG members by having Judy Fox email IUG representatives at IUG-member libraries. She got very few comments in return.   Our general evaluation of this project was "A noble idea, but…" We decided to try this one more time… perhaps on a more informal basis, using the MOBIUS-Users list. We also talked about having a MOBIUS birds-of-a-feather group at the next IUG conference to discuss the proposed enhancements.

MCDAC
Carol handed out the committee summary report and a handout explaining the Reverse Suppression Code being proposed. The committee agreed to ask for this code. Additional handouts concerned Table of Contents, Holdings Task Force identified problems, and x1x indexing for sub field n.

MCMAC
Stephanie reported last meeting was 11/10. Discussion of committee centered on the Request for Proposal (RFP) for a comprehensive book purchasing plan for MOBIUS. MOBIUS institutions will be able to choose to participate or not and when to implement. Standing orders were removed from the RFP. MCMAC is also working on a grant proposal for collection analysis.

MERAC
Jill reported that the last meeting was 10/12 via video conferencing, Forest Park hosted.

MOBIUS EXECUTIVE COMMITTEE   LINDA/STEPHANIE
Stephanie reported on July 22, 2005 meeting. It was at this meeting that George Rickerson announced that 80% of his time had been assigned to MU, thus leaving 20% to MOBIUS. After extensive discussion the Executive Committee approved a motion to move 80% of his salary from the FY06 Budget to Reserves.

TASK FORCE GOVERNMENT/GROWTH MANAGEMENT
Cathye reported on task force progress. The task force is meeting the first Friday of every month. They are discussing potential new members, both libraries in Missouri and consortia in other states. They are looking at governance documents and service agreements. Their report is going to Executive Committee on 11/19/05 and 1/27/06 is next the MOBIUS Council meeting.

OPEN LOGS
None

ROUND THE TABLE
None
Committee adjourned at 11:30 am

Submitted by Genie Klein 11/17/05
Revised 01/31/06