

**Archway Steering Committee Meeting Minutes
East Central College
May 21, 2004**

Attending: Jennie Dodillet, Stephanie Tolson, Linda Bigelow, Loretta Ponzar, Cathye Dierberg, Jill Nissen, Fran Stumpf, Bonnie Sanguinet, Ann Riley, Debbie Woolverton, Kathy Schlump, Sheila Ouellette

1. Meeting Called to order by Jill Nissen.
2. Agenda approved with following changes:
 - Add Public Services Committee discussion/recommendations as Discussion Item 4.13
 - Add Email Printing as Discussion Item 4.15
3. Minutes of the March 19, 2004 meeting approved.
4. Discussion Items
 - 4.1 Selection of Cluster Chair for 2004-2005 – Jill
 - Jill bowed out as chair with thanks for an interesting and educational year.
 - Stephanie Tolson (SCC) will be the new chair, following the established rotation.
 - 4.2 Selection of Representatives for Advisory Committees – Jill
 - MERAC - 2004-2006: changes from Sheila and Jill (alt) to Jill and Sheila (alt)
 - MCAG - 2004-2006: changes from Linda and Cathye (alt) to Cathye and Kathy (alt)
 - MCDAC – Bonnie suggested that Fran or Carol might be more effective than she on this committee. Bonnie will step down if one of them will take over her seat. Fran will talk with Carol and if Carol can't, Fran will.
 - 4.3 Cluster meeting dates for 2004-2005
 - July 16, 2004 – STLCOP
 - Sept. 14, 2004 – St. Charles
 - Nov 19, 2004 Forest Park
 - Jan 14, 2005 – Meramec
 - March 11, 2005 – ECC
 - May 20, 2005 – JC
 - 4.4 Items to include in Archway Cluster Report at Council Meeting – Jill
 - StLCoP's implementation update
 - Archway's regular meetings and benefits thereof:
 - Directors and site coordinators and committee chairs attend Steering Committee meetings every two months at rotating locations
 - Both internal and external committee reports are presented
 - Operational concerns are addressed
 - Cluster can look ahead and/or review past decisions
 - Importance of alternates to external committees and having both members attend meetings – continuity, two heads better than one
 - Express thanks to MCO for deduping project; for help with Jefferson's records.
 - 4.5 System Messages File - Bonnie
 - Christopher Gould sent out an email recommending that Clusters look at System Message File on a regular basis. The file can be looked at online anytime during the month. At the end of the month, MCO sends out a report and clears the file.
 - Bonnie said that the file can be hard to read, but she persevered and discovered a problem with the loan rule determiner table that has been taken care of. The report also shows multiple 001 fields.
 - Bonnie will look at the report until the next Archway meeting, then a rotation will be set up so everyone will take turns looking at the report (Agenda item for next meeting)
 - 4.6 Loan Rule Determiner Table - Jill

- STLCOP was experiencing a problem that generated the error message 'Could not determine loan rule'.
- Jim Dutton informed Jill that most clusters have an end loan rule that ultimately denies circulation and cannot be overwritten. Archway does not have this ultimate loan rule hence the problem. Bonnie commented that each Archway library has its own ultimate loan rule, which serves the same purpose. STLCOP will insert an ultimate loan rule to solve their problem.

4.7 Title Level Recall = True - Jill

- STLCOP did not build "no recall" into its loan rule determiner table, therefore their titles were subject to recall. While looking into this problem, Mark Wahrenbrock discovered that Archway's title level recall option was set to = true. Since none of us want our books subject to recall, Mark asked if the cluster wanted the title level recall to = false. Even though we prevent recalls with our loan rules, we agreed to this in order to be consistent. Jill will discuss this issue with Mark. (Agenda Item for next meeting)

4.8 III Agency Software - Cathye

- George arranged a presentation of this new III software for MOBIUS users. Cathye, Stephanie and Linda attended. This software was developed for multiple institutions on minimal servers. It inserts an extra column listing the owning library into the union catalog. It does not change the cluster catalog.
- It also:
 - provides better statistics
 - provides better load leveling
 - has a \$6500 one time/cluster + associated costs
 - Cathye expressed a negative reaction, but was interesting in learning MCO's reaction

4.9 My Millennium – Cathye

- Archway is ready to take another look at My Millennium now that some of the bugs have been worked out. (My Millennium can now be limited by ptype so that it can initially be turned on for staff only.)
- St. Louis is interested in the new software in My Millennium that will alert a patron to new acquisitions. A code is needed in the acquisitions record to trigger the alert.
- Cathye will talk with the two clusters that have implemented My Millennium and report back on their comments.
- Stephanie suggested we all start to look at this more closely and be ready to discuss at the next meeting.
- Anne and Loretta asked for a demonstration for next time (July 16) to see if we want to act on the previous recommendation to turn My Millennium on.

4.10 Table of Contents service – Cathye

- All of Archway expressed interest in Table of Contents enrichment. Using the MCO quote of \$16,000 per cluster (per year) as a starting point, SLCC expressed willingness to assume ½ the cost with the rest of the libraries making up the other ½. Cathy will ask George for a firmer price – if the quote is \$16,000 or less we will move forward.

4.11 Propose changing Mark Record to Save Record in Archway OPAC display _ Sheila

- Public Services Committee and ArchTech both agreed with this proposed change. Jill will notify MCO to make the change.

4.12 Share as a location for "Freely Available Online" resource - Sheila

- It was agreed that Carol Bennett should implement 'shared location' so that "Freely Available Online" bibs show up in the catalog.

4.13 Public Services Committee discussion/recommendations – Jennie (added agenda item)

- Jennie presented several OPAC changes that were recommended by the public services committee. (SEE ATTACHED REVISED SHEET) The Steering Committee reviewed and approved the recommendations with some modifications.

4.14 IUG Boston Meeting – Highlights (Sheila / Fran / Bonnie)

- Sheila attended several interesting sessions:
 - Acquisitions related issues

- Create lists – scheduling routine create lists
 - Open forum sessions
 - Sheila commented – “What a wonderful resource MCO is and how lucky we are to have them”
 - Fran attended a session on “System Administration on a Mature System” and come away with reminders for all the site coordinators to look at and/or update:
 - loan rules and loan rule determiners
 - information about the system – SCC prints out once a month
 - keep track of transaction file
 - once a year look at all passwords and authorizations
 - keep authorizations current
 - login and login groups
 - login statistics
 - locations served table
 - shared location
 - try to find bad code; look at CSDirect on fixing bad codes
 - Bonnie – (SEE ATTACHED HANDOUT)
- 4.15 Email printing – Sheila (added agenda item)
- Sheila requested that the *prompt for a note* option in email printing be turned on. The Cluster agreed. Jill will notify MCO to turn this option on.
 - Sheila also explained that there is one drawback to using email as your printer in Millennium. The system believes you want to send each successive job to the same email address with the same note. Sheila demonstrated a work-around for this problem: change your printer option after sending your print job to email. You can do this in Millennium by clicking on File>Select printer>Standard Printer>[Choose “None”]

5. Committee Reports

- Public Services – Genie/Sue
 - discussion on hyperlinking call numbers was tabled
- ArchTech – Carol/Fran
 - Met May 7, 2004, at Forest Park Library
 - Serials – Extra checkin cards in the Archway database need to be deleted. Archive cards or delete older holdings instead of creating a new checkin card.
 - Periodical item records – Archway usually suppresses periodical item records. ArchTech suggests that other MOBIUS libraries also begin suppressing these item records in order to improve the MOBIUS Catalog display.
 - Statistics –From Jan 2004 to April 2004, Archway went from 23.7% to 16.68 % of titles uniquely held in MOBIUS. This is a very nice improvement related primarily to the deduping efforts
 - Deduping – the committee spent considerable time reviewing procedures and discussing cluster practices for dealing with duplicate reports received from MCO. ECC, JC, STLCOP and SCC all thank Carol Bennett for her training.
- MAAC (Access Advisory Committee – Loretta / Fran
 - next meeting- June 15th
 - Elise Fisher (William Jewel). will be the new chair
- MCAG (Coordinators Advisory Committee) – Linda
 - will meet in July
- MCDAC (Catalog Design Advisory Committee) – Bonnie / Debbie
 - next meeting July 9
- MCMAC (Collection Management Advisory Committee) – Anne / Stephanie
 - Next meeting June 2
- MERAC (Electron Resources Advisory Committee) – Jill / Sheila
 - MERAC held its first teleconference on April 21st. St Louis area members met at Forest Park Library. Jill and Sheila remarked that the MERAC members seemed to like the teleconferencing.

- Susan McCormack is a new MCO employee working with Terry Austin.
- **Maroon database** - Work continues on revamping the maroon database. – MCO hopes to have a prototype for us to look at in our July meeting.
- **Digital Reference** – All reports will be posted on the MOBIUS web site for anyone to review.
- **Stanford Encyclopedia of Philosophy**, a free Internet resource, will no longer be supported financially by its current funders as of 2005. ICOLC and SPARC®, are working to raise an endowment of \$4M. Unless funding is secured, the online publication may cease, may be compromised or may be bought by a database vendor.
- **Cafeteria Plan** :The two database considered this year are :
 - MLA International Bibliography
 - Art Fulltext
- **Vendor Direct Program**:
 - The current participants are:
 - Alexander Street Press – expires 6/30/04
 - CountryWatch – expires 5/31/04
 - Nature Publishing Group – expires 12/31/04
 - Serials Solutions – expires 1/1/05
 - TDNet – expires 12/31/04
 - The following products are being considered for the Vendor Direct Program:
 - Global Books in Print
 - Readers' Guide Retrospective
 - RefUSA
 - Ulrich's Web
- Next meeting will be July 14th in Columbia.
- MOBIUS executive committee update – Linda / Stephanie
 - Valerie Darst - 2 year / Shirley Baker 4 year - new academic representatives to State Library's advisory council
 - George reported that the MOBIUS appropriation will be staying the same
 - MOBIUS member's assessment will not increase more than 5%
 - Executive Committee is working on a more timely posting of committee minutes
 - Deduping – Colleen will be moving back to Merlin's deduping project
 - Mark Wahrenbrock reported that now that the majority of the implementation is over, training and support services will take a new direction. The plan is for more site visits, with all sites visited at least once over the next 1-2 years.
- MOBIUS Conference Program Planning Committee – Fran
 - Fran gave an update on the upcoming conference

6. Open Logs
7. Around the Table
8. Adjournment

Next Meeting Friday, July 16 at 9:00 a.m. at St. Charles, LRC 223

Recorder: Kathy Schlump