Archway Cluster Meeting

Minutes

January 27, 2000

Members present:

Carol Warrington, Loretta Ponzar, Linda Bigelow, Kathy Schlump, Bonnie Sanguinet, Stephanie Tolson, Cathye Dierberg, Fran Stumpf, Paul Talaski, Joan Clarke, Robin Kespohl, Mark Wahrenbrock

Guests:

Carol Bennett

Minutes of the January 27 meeting were accepted.

Circulation Policies of the four institutions were explained.

Service fee: Jefferson $2, St. Charles $15, East Central $20, St. Louis $0

Loan periods

	Jefferson	St. Louis	East Central	St. Charles
Students	21 days	21 days	21 days	21 days
Faculty	2 months	Semester	21 days	21 days

Replacement cost: Jefferson $25, St. Louis actual cost, East Central actual cost, St. Charles replacement cost

Unique identifier for end of u code: Jefferson JC, East Central ECC, St. Charles SC, St. Louis SLCC (?)

Reference staff will be invited to meet on April 26 in conjunction with the scheduled Archway meeting. Agenda for reference staff to be determined later.

MOBIUS update:

Throughput on union catalog is now fixed so circulation transactions at the local level are transferred immediately to MOBIUS. This was resolved with software.

Users group meeting will be June 2 in Columbia

Training

III training will be for 8 people max - 4 workstations with 2 people from each institution at a workstation

Testpac training April 12, 13, 14 (1/2 day)

Day 1 OPAC and testpac evaluation

Day 2 system administration

Day 3 circulation parameters

Cataloging May 17 & 18

On May 19 at East Central Robin will cover workflow and items specific to MOBIUS

After May 19 we can use the cataloging module

Circulation

III training on June 6 & 7

June 8 Mark will work with site coordinators to develop a short (1 day) training for circ staff

Mark, with help of coordinators, will help train staff after June 8

Acquisitions June 20, 21, 22, 23 (1/2 day)

Included in this is a = day which covers parameters for acquisitions and serials

Serials August 17 & 18 although Mark is trying to arrange an earlier date

Authority and Table of Contents work will be done after all the databases are loaded. MOBIUS has not signed a contract yet. It is possible the OPAC may come up without cross references. During the period when WLN has a tape of the database, new bib and items may be added (these records will be sent out at a later time) but changes made to existing records may be lost

Location codes - send Robin an electronic file asap.

Itypes - send Robin an electronic file asap.

BIB1 - accepted with correction of spelling out Description in Line 7

BIB2 - accepted

BIB3 - accepted

BIB4

Spell out Reserve

Add variable field #9 Original Price

Add variable field #10 Source

Price on circ statements will come from field 5. If want to use a default price, #5 must be left blank and the price can be put in #9

BIB9 - accepted

BIB10 - St. Charles and East Central need to give Robin the subfield in current system where call number resides

BIB11

Author indexing - delete subfield e from 100, 400, 700, 800.

Add subfield e in 810

Title indexing - if there is field 4 in 730, remove it.

Add 505 subfield t and 970 subfield t

NOTE: there are no nonfiling characters in 505 and 970 so must enter articles such as a, an, the to get a match

Subject - agreed to not use III´s stop list

Call Number - normalize on NLM because it includes 3 letter classification

Tags i, g, s, m, h - accepted

No additional indexes

NOTE: data load will create 229 field for journal, magazine and newspaper titles but after initial load, 229 field must be added by catalogers for new titles.

BIB12 - keyword index

Kent State is using beta version of advance searching

Add 538a to fields indexed and protect this field in St. Louis records

Do not use synonym list

OPAC1 - order of searches for text mode (only telnet licenses MOBIUS purchased are for staff use. Public will only have web access)

Keywords

Subject (Library of Congress)

Title

Author

Journal, Magazine, and Newspaper Titles

Reserve

>   By instructor, ...

Call Number and other numbers

>   LC, Dewey, Gov Doc, ISSN, ISBN

Subject (Children´s)

View your circulation record

NOTE: Reserve list will be for the cluster. We will need to set guidelines for how courses are entered to distinguish among the institutions

OPAC2 - Limiting Options

Year will be pulled from date1 in fixed field

Material Type BIB3 BCODE2

>   Eliminate MS Music, MS Map, Print MS

>   Change to Map

>   Change Projected Medium to Video

>   Change to Audio-Oral and Audio-Music

>   Change 2-D graphic to Graphic

Language - St. Louis will provide a list. English will be first, others will be in alphabetical order

Location - Robin will research and get back to us

Words in Title - add 700 subfield t

Words in Author - add 970 subfield t and 505 subfield r

Client Software - GUI CAT, MIL CIRC, and MIL SERIALS have client software. We will be able to load these ourselves.

Next Meeting:

We will firm up what we covered this time electronically to save time in the next meeting.

Next meeting we will do worksheets OP 3,4,5, SA 1,2,3,4 and A1