

Archway Cluster Minutes

June 16, 2000

St. Charles County Community College

Attendees: Linda Bigelow, Joan Clarke, Robin Kespohl, Loretta Ponzar, Bonnie Sanguinet, Fran Stumpf, Paul Talaski, Stephanie Tolson, Carol Warrington

Absent: Kathye Dierberg, Kathy Schlump

Guests: Jennie Dodillet, Ying Li

The minutes for the May 19th cluster meeting were approved.

Since neither Carol Bennett nor Fran Stumpf could attend the June 9th meeting of the Catalog Design Advisory Committee, Robin gave an overview of what happened. Fran will send to the cluster via e-mail the CDAC minutes and a document concerning Advanced Searching.

Advanced Keyword Searching will be turned on January 2001. The keyword link will go away and a new keyword search will be put in place. The clusters will need to decide how to present Keyword Searching. Colorado State University has done a great job.

Access Advisory Committee update: The Mobius Executive Council decided to soften the requirement that libraries utilize the Visiting Patron option for at least six months. The use of that option will be at the discretion of each Mobius library.

Remote access: George has billed each library in the cluster for the API software. Robin will find out when it will be installed on our server.

Catalog Workgroup: This group is really the Technical Services Workgroup. One of the tasks of this group is to decide what to do with duplicate titles. St. Louis has 420+ pages of dups. The committee will decide how to divide amongst the libraries.

Joan wondered if the Tech Services Workgroup should make recommendations to the cluster and the cluster decide. It was the decision that some procedures could not be sent to the cluster level because of the time that it would take to get the work done. The group will e-mail the decisions to the cluster.

Public Services Workgroup: Should we get this going? Unofficially, it has started with the Reference Librarians already having met in May. Pat Williams is trying to get standards for course reserves written and approved. There will be co-chairs one for circulation and one for reference. Pat Williams will be co-chair for circ and Jennie Dodillet will be co-chair for ref. Joan will send an e-mail requesting names for membership on this committee.

Archway Home page Discussion: There was discussion on whether or not to link the whole Archway catalog to the Archway home page. We will drop the phrase, Library Catalog, in the statement on library collections on the home page. The statement will read "Archway includes the collections of the following St. Louis area community college libraries..."

Pin number discussion: The message on the View Your Patron Record screen was changed for the Social Security Number. Robin tried to add the pin number box and message but could not. She will find out why this does not display in our WebPac.

Circulation Items:

Expansion of titles in MilCirc: Why do the titles display this way? This is the same in GuiCat. Will a change in the WWWoptions file affect this?

Placing holds on other locations' titles: Is now the time for this discussion? Title-level holds will be allowed.

Is scoping necessary for circulation staff? Robin thinks not but there is not enough experience with this for proper answer.

How to locate each institutions' patrons when there are duplicate entries. Upon expanding the patron browse screen the barcode will display. Each institution has unique barcode numbers.

Need to create checkout standards for the cluster.

1. Will only checkout with a library card
2. Will not checkout to students from other institutions without a patron record in the database

Problem with patron record, i.e. wrong address, etc. Put the onus on the patron to correct this information in the administrative computer. If information is not changed, the patron record will be overlaid with wrong information during new semester load.

Do we want to overlay e-mail address in patron loads? The patron load table is a cluster decision. Robin will find out if we can load e-mail address if no match but keep if match and not overlay if incoming record is blank.

We need to have a cluster decision on the order of searches in MilCirc. This decision will affect all of the Millennium products. For example: title, barcode, name, etc.

On-the-fly patron records: Should there be standard entry? Need only be consistent on own campus. Robin suggests that on-the-fly bib records be suppressed centrally and locally and all on-the-fly records be typed in all caps.

The cluster wishes to change Prof/TA to Faculty or Instructor. Robin feels that this might be hard-coded at the Innovative level. She will check on this.

Discussion on #10-12 on Linda Bigelow's sheet of questions.

10) In order to make 2 hour check-outs actually two hours long , the coding in the loan rule needs to indicate round to the nearest minute rather than the nearest hour. The codes for the nearest minute are j and k.

11) How long do we want the activity/inactivity to show in the Course Reserves?

12) The templates that can be created for each type of record, patron, item, etc.. How many do we get? Do we clean up? I believe the discussion was that we have 100 templates available to the cluster. It would not really help to set up a cluster-wide template for each type of record because each library has their own defaults. Setting up a cluster-template would defeat the purpose of the template.

Pmessage - Robin will add the codes r = Mail returned and b = Old system bill.

Imessage - Robin added the codes s = software and 3-7 to indicate how many pieces the item includes. This is designation will be used for kits. Cataloging will have the responsibility of adding these codes.

Course Reserves Policy Draft Discussion

1. Course information will be input in both upper and lower case.
2. Name input: Last name, First name Middle Initial
3. Institution codes for Courses will be: EC, JC, SC, SLCC-FP, SLCC-FV, SLCC-M.
4. We will not input course section numbers. The students usually don't know this. Instead the teacher's last

name will go after the campus course code.

5. Reserve will also include the course's true name: Western Civilization or Composition I.
6. The cluster will not borrow other cluster libraries' material to put on reserve.

Robin will look into displaying institution in GuiCat's browse screens.

To begin loading new holdings into OCLC, each library should have at least ten records with the Icode1 designated for OCLC upload. MCO will be uploading our holdings weekly to OCLC.

WWWoption

1. Perhaps this is a bug in author/title search. The search, Poe/Raven got 67 hits. The catalog listed all titles in the 700 tags.
2. We will revisit brief and extended display issues after we are fully scoped.

Authority work/ Table of Contents: BNA is ready for us. Perhaps the work will be done by the Fall 2000 semester.

Circ worksheet #35

#45 - still needs more explanation

Circ notices - The creeping of notices - 60 lines should be the default for laser printer.

The next meeting will be July 14th at Meramec.