

**ARCHWAY STEERING COMMITTEE  
MEETING MINUTES  
East Central College  
March 24, 2006**

**Attendees:** Cathye Dierberg, Jill Nissen, Sheila Ouellette, Loretta Ponzar, Jean Rose, Kathy Schlump, Stephanie Tolson, Kirsten Young-Abotsi

Agenda was approved with the following additions: Change next meeting date – Cathye; Use of a PIN number – Cathye; MOBIUS Annual User’s Conference – Sheila; Jennie’s membership on Collection Development Committee – Cathye.

Minutes of the January 20, 2006 meeting – Accepted.

**DISCUSSION ITEMS:**

**Cluster Page Redesign**

Kathy lead a discussion of recommendations brought forth from the Archway Public Services Committee concerning a redesign of the Cluster Catalog Page. Melissa Hedrick of Jefferson College created a mock-up for review.

Suggestions from Steering Committee:

- Improved readability in the second banner with individual College names. Names very close together; could include vertical lines, bullets, diamonds, etc., to separate the names.
- Use Archway’s standard colors of aqua and darker blue.
- For Keyword searching, use MERLIN’s Keyword drop down selections as a template. Not to include *NLM Call Number* or *MeSH*. Include the same Keyword search selections in all areas of Archway where Keyword searching is available.
- Use highlighting to show the current tab being used. Unused tabs would become shadowed out temporarily.
- For option to search by Number, use MERLIN’s examples: “call numbers, ISSNs, OCLC numbers...”
- Change first tab on second line from “Library Catalog” to “Catalog.”
- There is an issue concerning the functionality of the fourth tab on the second line, “My Library’s Catalog.” Off-campus users outside their College’s IP address would not automatically go to their College Library’s Catalog. There needs to be some manner of addressing the problem faced by off-campus users.
- The Course Reserves tab, second line second tab, takes users to all course reserves for the cluster. Preferably, users would see only their College’s course reserves.

- “Your Account” tab: Use MERLIN as a template. For privacy statement, use “Protect your Privacy. Remember to logout.” Use different color link for “Create and modify your PIN, renew items and place holds.” For ID number, use “ID number; see box at right for help.” The box at right will be labeled “ID number help.” Should include: “To create a PIN, select any combination of letters and numbers (**from 6 to 40 characters**).” Will need to survey Colleges when building examples for ID help. In the Place Holds section, change last bullet to: “If your request is unsuccessful, contact the circulation staff at your library.”

### **Continued Use of PINs in Cluster Catalog**

Cathy added this topic to the discussion list. She asked committee members to survey their libraries in order to learn whether PINs were still desirable within the cluster. PINs originated from an early concern about privacy. Use of College ID numbers in place of Social Security Numbers as a student identifier may reduce need for a separate PIN number to assure privacy.

### **Sharing Non-Print Resources and Non-Returnables**

Kathy discussed the issue explored by MCAG; sharing beyond monographs is one of the strategic initiatives set by the Long Range Planning Committee. There is an interest in learning more about the clusters which already engage in intra-cluster lending of non-print between their faculties and staff. Some questions raised by MCAG, and answers from Archway:

**Q:** Do people want to share non-print?

**A:** Archway is not willing to do this yet. They raised some objections and also talked about issues that would need to be addressed in the course of implementing this.

Some concerns they raised include:

- Popular AV materials are readily available from other sources.
- Sometimes there are licensing agreements that expressly prohibit interlibrary loan of AV materials.
- Community colleges in particular have invested heavily in costly AV materials to support curriculum. These are often Reserve collections for use by faculty only.
- Single videotapes in series can frequently not be replaced; instead the entire series must be replaced. e.g. PBS.
- DVDs are not as durable as books, and may only withstand 30-50 uses.
- We would need to rework location codes to allow for what could go out and what couldn't.

Damage during delivery issues – Lanter bags with tire marks on them

**Q:** Do people want to share a non-returnables module?

**A:** They expressed an interest in seeing it demonstrated, but had the same concerns expressed at the MCAG meeting – that III's ILL module was not very successful, and that libraries are already using things like Iliad, Ariel, etc., and will not want to change workflows and equipment investments accordingly.

**Q:** What would it take to make people willing to share non-print?

**A:** Some noted that this change may be inevitable. We want to see more documentation and sharing of experiences from those who are already doing inter-cluster loaning of AV materials.

### **TOC Update**

Cathye brought the Blackwell TOC Terms of Use Agreement to the Committee. She found their terms highly restrictive, including the provision that if MOBIUS were to disband, the Archway Cluster could not retain the TOC records it is purchasing. She would like to see MOBIUS administering this contract instead of clusters. MOBIUS can exercise more leverage in contract negotiations than individual Clusters. Stephanie agreed to bring this topic to the attention of the MOBIUS Executive Committee.

### **Release 2005 Cluster YES Decisions Update**

There were 6 decisions, 4 which needed to be pursued.

- Loan rule protection: you need to add authorization 311 to your login. Open each loan rule and protect it. SCC and SLCC also applied protection to the placeholder loan rules, so no one would accidentally delete one.
- Placing Holds: the patron name and record number now display when placing a hold.
- Manual Item Sort in Course Reserves: activated.
- Checkin Box Status Display: cannot be changed because it goes with the record, and not with the individual checkin card. The status can be changed from “filled” to “closed.”

### **MOBIUS Annual User’s Conference**

Sheila reported on the upcoming June conference to be held at Tan-Tar-A. Today (3/24/06) was the last day to submit proposals; there were 21 submissions to date. Conference dates are June 6 – 8, with the MOBIUS Council meeting on June 6, conference sessions and vendor display on June 7, and training on June 8. Registration will open in mid-April, and there is grant support for hotel rooms.

## **COMMITTEE REPORTS:**

### **Training Task Force**

Cathye reported that the Task Force views MOBIUS members as resources, as in-house training expertise for the consortium. There was a 59% return rate on the training survey. Centra software can be downloaded from the MOREnet webpage. Live Centra training is offered through MOBIUS. Cathye will ask Bonnie to follow up with MCO regarding how long Centra training sessions remain on the MCO page, etc.

### **Public Services**

Kathy said their last meeting concerned the Cluster webpage redesign.

**ArchTech**

No meeting.

**MAAC**

No one present to report.

**MCAG**

Kathy discussed the MCAG survey, which asks MOBIUS libraries about the software they use to enhance library services. Why and why not use certain software, how to use software creatively, and any suggestions for specific software.

**MCDAC**

Jean reported on their last meeting, where Mark Wahrenbrock discussed the MCO training survey results. MCO is “decontributing” item records from SLU in INN-Reach in preparation for SLU’s departure from MERLIN. SLU is going to make every effort to accommodate “visiting patrons” until their new system is in place in June. A “limit by e-book” will be added to the drop down menus in the MOBIUS Central Catalog. There will be a nomenclature change in the MOBIUS Central Catalog. Under holdings display, “Library” will become “Cluster,” and “Shelving Location” will become “Library Location.”

**MCMAC**

Stephanie reported on a daylong RFP session for the Smart Buying Program. The UM Procurement Recommendation should be coming in the near future. Stephanie reported that the process was interesting.

Jennie was the Archway alternate for MCMAC. As she is leaving St. Louis immediately, she will no longer be available. Sheila volunteered to fill in for Stephanie in an unofficial capacity if needed. The Steering Committee decided to postpone discussion of replacing Jennie since necessary committee reappointments are to be decided at next meeting.

**MERAC**

Sheila reported on the last MERAC meeting, held January 25<sup>th</sup> by videoconference. After surveying participating members and looking at various pricing models, ABC-CLIO has returned to its old pricing model. The consensus is that no one in the consortium should pay more than what they would pay if they bought it directly. MCO will have to add a 5% administrative fee to ABC-CLIO renewals to recoup LSO office costs. Trials for Psych Articles and Opposing Viewpoints are up. Historical New York Times could not offer any good consortial pricing.

### **MOBIUS Executive Committee**

- New Missouri State Librarian is Margaret Conroy from Missouri River Regional Library.
- MLNC Board elections are underway, revising governance structure including levels of membership.
- Executive Director's Report: George is officially appointed to his new position. There's an RFP for delivery contract in the Purchasing Office. Task Force looking into III cost for adding public libraries that don't already use Millennium.
- Nominating Committee: selected slate of officers and will present to MOBIUS Council Members (with bios) in early May.
- The Executive Director Search Committee: job description and announcement are out. Committee met twice, once to develop procedures, once with UM President Floyd. Going through MOREnet's HR office using online applications. Have gone through applications, candidates will give presentations open to MOBIUS members. Both internal and external candidates.

### **Task Force on Government and Growth Management**

- Go forward with expansion into public libraries and St. Louis Research Libraries Consortium. III has a trial in place with public libraries in Michigan now.
- Update Memorandum of Understanding with addenda: clarify role of UM, emphasize centralized server environment, highlighting the benefit of working together.
- UM wants a seat on the Executive Committee. Task Force recommends UMC Library Director as an ex-officio member.
- Cooperating Partner's Agreement almost finished.
- Host agreement: Executive Committee now reports to whom at UM?

### **OPEN LOGS:**

- Cathye has asked for new scope for SLCC's new west county campus.
- Jill inquired with MCO about how to change Sender Display Name on email notices. Also had to ask Lanter delivery not to make their delivery and pick up so early. They were sometimes at the Library door before it opened, or within 30 minutes. Unable to process the morning's paging slips because of it.
- Kathy still has an open log for a blank sheet after paging slips print.
- Sheila had an issue with Millennium Acquisitions, where posting made a fund go out of balance. Issue has been resolved. She also identified a known issue where Create List Sort does not work.
- Loretta has noticed that when logging into "My Account" it will occasionally pull up the previous user, even though the earlier user already logged out.

**AROUND THE TABLE:**

- Kathy Schlump has been named Library Director at East Central College. She takes the place of Jennifer Dodillet, who is relocating to Houston.