Archway Steering Committee
Minutes
December 6, 2000

Members present: Becky Grady, Ann Riley, Bonnie Sanguinet, Kathy Schlump, Fran Stumpf, and Stephanie Tolson
  The minutes of the November 17, 2000 meeting were approved.

  The committee discussed the agenda for the December 8th meeting of the Mobius Catalog Design Advisory Committee. Archway has three items on the agenda for consideration. What to do with duplicate records at the INN-Reach level. Place guidelines for MARC tags 229 and 970 on the Web as a link from the MCDAC page. Can a method of reporting cataloging errors spotted at the INN-Reach level be put in place?

  One item that the MCDAC has on their agenda is the discussion of a draft on authority control. Carol and Fran will bring up Archway's concern of the smaller institutions not being able to meet the policy's timeline of completing authority error work in one month's time.

  The steering committee discussed OPAC Option #15. This option addresses how long an order record remains displayed in the WebPac after an order is received. Currently, the option is set for the order record to display up to 30 days after being received. SLCC is finding that their new acquisitions are received and are on the shelf long before 30 days expires. They feel that the simultaneous display of a cataloged item and the order record could be confusing to the public and the collection development people. SCCCC, on the other hand, will have new acquisitions in processing longer than 30 days. The order record will stop displaying in the catalog confusing the public and the collection development people with a bib record and no attached records.

  There are four possible selections for the display of the order records. It is thought that they are not option-groupable. Display order record until:
a. an item is attached
b. received
c. cataloged
d. nn days after receipt – We choose 30 days
We will observe the order record display for a couple of months and then discuss it again.

  WebPac screen changes for both the SLCC and Archway scope were discussed. Changes that can be made to both SLCC and Archway catalogs are to change all instances of WORD to KEYWORD, change the call number summary default screen from the extended display to the brief display, make KEYWORD and TITLE hotlinks from the bottom of the search help screens, delete the Innovative bottom logo from the pages. Bonnie will send the changes to the Mobius Help Desk.
SLCC will be flip flopping their "Search the Internet" and "Internet Resources" on their opacmenu page. Also, SLCC would like to change the "ETC" to "or other standard number" on their "search/i" Web page.

  The libraries within the cluster have begun printing overdue notices and bills for patrons from other libraries. The problem needs to be addressed as to procedures for notifying the home library of the "offending" patron. Do we send the home library a copy of the overdue notice/bill? Do we send the home library the original notice so that library can block them in their student system and mail the notice on to the patron? This might cut down on paperwork. Does this question need to be referred to the Public Services Committee? Likewise, does this concern get passed along to the Access Advisory Committee? Can we take advantage of what existing clusters have been doing? We will discuss this with our circulations staffs and bring ideas back to the next meeting.

  The implementation of the SCAT tables was discussed. The default table and Jefferson's suggestions were compared. There can be no gaps in the call number ranges in the table. Since the SCAT table lists numbers numerically then alpha-numerically the fiction call number schemes need to be incorporated within the F range of the Library of Congress scheme. After consulting with Jefferson College the cluster will implement the default table incorporating SLCC's Dewey table and the two fiction ranges.

  It was brought up that there have been no codes set up for the Mblocks. This code is used for manual blocks. Some possible suggestions could be 'b' for Old bill or 'm' for mail returned. Having these codes in the Pmessage does not block a patron from borrowing books. Becky will contact MCO about the proper format of the codes. Any other suggestions will be discussed at the next cluster meeting.

  Additional drop hold notices were discussed. It was decided to add a Drop Hold Item Not Available and a free text drop hold notice. Bonnie will contact MCO about adding these holds.

The cluster has been discussing putting call numbers on bills. A concern with this is that only one item can be on each bill. Currently up to six items can be on the bill. One of the pros discussed on having the call number on the bill is that look up time will be saved for the circulation staff. A con could be increased paperwork and mailing costs. The cluster will conduct an email vote on this request. There is currently an IUG enhancement requesting that a couple of more lines be added to the item information on the bills to allow multiple items on a single bill.

MCO is looking into why our Automatic Request Processing is not working. Currently the process is working in descending alphabetic order rather than ascending order. This means that SCCCC is getting the majority of requests rather than SLCC. We will look into load balancing in the future if St. Charles feels that filling the requests has become too burdensome.

MERAC has a meeting Tuesday, December 12th in Columbia. Stephanie would like to get a cluster discussion going on the electronic databases included in the member-funded group and the state-funded group. Becky is concerned that smaller institutions will not be able to afford the estimated $5,000 to $6,000 costs for the databases. The thinking at MERAC is that the databases in the two groups will be purchased as a whole group. Another concern expressed is that some institutions have already purchased some of the databases in the group. These libraries will get a pro-rated charge for the first year's subscription. Merac would also like to know which of these databases should be gotten on a trial basis first.

Barring bad weather, Authority Control training will be held at St. Charles, Wednesday, December 13th.

12/14/00 FFS