MEETING MINUTES
Archway Public Services Committee
Dec. 3, 2004
St. Louis Community College at Meramec

Attending: Becky Helbling, Susan Mueller, Barbara Pope, Ying Li, Sue Morgan,
Kathy Schlump, Janice Hovis, Bonnie Sanginet, Genie Klein, Roger Thomas

1. Approve minutes of September 10, 2004 meeting
   - Minutes of the previous meeting were approved as written.

2. Approval of agenda
   - The agenda was approved with one additional item – Streamlined checkin
     (Bonnie)

3. Committee changes:
   - Election of new co-chair: following the established rotation, Barbara Pope
     (STLCOP) will co-chair with Genie Klein (SLCC-FV) beginning with the
     next scheduled meeting
   - New representatives: Susan Mueller (SLCC-M), Kathy Schlump (ECC),
     and Roger Thomas (SLCC-FP)

4. Graphic buttons in Archway OPAC:
   - The committee compared various options for the Archway OPAC buttons:
     o Keep working with our customized buttons
     o Use buttons that other clusters use
     o Use buttons supplied by III's Millennium Silver – graphical or text
       ▪ committee members did not like III's graphical buttons – too
         confusing, text too small
   - After viewing and discussing all the options, committee members voted to
     recommend adopting III's text based buttons.

5. View Your Own Record:
   - Some of Jefferson's patrons (and others) find the layout of the "View Your
     Own Record" screen confusing because some of the links are buttons and
     some are simply text. After looking at the screen and discussing various
     options, the members decided to recommend to the Steering Committee:
     o All the links be text only
     o The links be moved down on the screen and the groupings be
       'flipped/flopped'
     o The links be listed in the following order:
       ▪ Checked out items / renew
       ▪ Requests…
       ▪ Search the catalog

- Preferred searched
- Modify your pin

6. Add graphic materials type button column in Archway catalog?
   - Archway has looked at this issue before. The problem is that the materials type graphic is based on information pulled from the item's MARC record. This works well for books but does not always accurately reflect a/v materials. This topic was tabled for the present to allow individual Archway libraries to again discuss this issue and send back comments to the committee.

7. "Enter a pin" enhancement request update
   - WashU and Archway are both interested in adding their names to the enhancement request sent in by UMKC for either the ability to change the text as individual clusters or for III to change the default "Please enter a new PIN" to "Please enter a PIN".

8. Bonnie reported on the last Archway Steering Committee meeting.

9. Streamline checkin – Bonnie led the discussion on some of the ramifications that resulted when Archway had Streamlined Checkin turned on in 2001.
   - When a billed item is checked in at a non-owning location, the 'this item billed' message is not displayed in Streamlined Checkin, thus the circ staff is not alerted to perform needed follow-up actions.
   - When an item that is already check out is checked out to someone else, Millennium Circulation warns you and offers the opportunity to automatically check in the item. With Streamlined Checkin, the system simply checks in the item and then checks it out without any alert. Again, the circ staff is not alerted to perform any follow-up actions such as unblocking manual blocks.

The committee recommends turning off Streamlined Checkin at the end of January 2005. Circulation staff can then compare differences and at the next meeting the committee can discuss whether Streamlined Checkin should be turned back on.

10. Other:
    - Members thanked Sue for her great job co-chairing the committee.
    - Bonnie will report to Steering Committee from Public Services.
    - Next meeting Barbara will be the recorder and Ying will bring Puppy Chow.
    - Meeting dates set for Feb 25, 2005 and April 29, 2005. The February meeting can be cancelled if need be.

submitted by Kathy Schlump