

**Archway Public Services Committee**  
**Revised Minutes of Meeting Held March 1, 2002**  
at St. Louis Community College – Meramec

Attendance: Bonnie Sanguinet, June Gill, Genie Klein, Barbara Pope, Jan Earnest, Celia Bouchard, Cathy Reilly, Jennifer Dodillet, Sue Morgan, Pat Williams (co-chair) and Ying Li (co-chair).

1. Minutes of the January 25, 2002 meeting were approved with minor changes. Ying Li will e-mail corrected minutes to committee members and will have them posted on the MCO website. Ying agreed to post minutes of future meetings on the new MCO website.
2. Archway request screen enhancements and an update on AKS screens were added to the agenda. *Bonnie Sanguinet announced that the Archway Steering Committee asks that we batch our requests for changes rather than sending many minor requests.*
3. Ying Li reported on her request for a wording change on the MOBIUS request page for St. Charles Community College. Pat Williams sent the request to MCO and MCO cannot use the updated Archway request page (with St. Charles name change) for the MOBIUS level request page. **St. Charles** will be used instead of **SCCC** on the MOBIUS request page.
4. Sue Morgan followed up on the discussion at the November 16, 2001 meeting regarding changing a few of our buttons. Members agreed to the following changes:
  - Change **Limit this Search** to **Limit/Sort**
  - Change **Export** to **Mark Record**
  - Change **Export Saved List** to **Print/E-Mail/Save**
5. Ying Li displayed options for a revision of the Archway home page. Everyone agreed to the following changes:
  - “Search MOBIUS Union Catalog” should appear at the top left of the screen rather than at the bottom.
  - The font should be changed to Ariel.
  - Information should be moved up on the screen.
  - The words “library catalog” should be deleted from the sentence, “Archway library catalog includes....”

Several members thought that the small arches in front of the college names should be eliminated. Also, using darker colors (dark blue/yellow) for the quick search option might make the screen easier to read for patrons with visual disabilities. (The colors we decide to use should also be used on the Archway OPAC menu page for consistency.)

Ying Li will create and e-mail new drafts of the Archway home page to members. If the majority agree on a screen by e-mail, we will not need to

discuss this topic at the next meeting. Otherwise, the home page will be added to our next agenda.

6. Bonnie Sanguinet presented the new Archway OPAC menu page. Members agreed to the following changes:
  - Change the wording of search options to match the pull down menu: Use **Keywords** and **Children's Subject**.  
In the description of author searches, eliminate the word *specific*.

Bonnie will make changes and e-mail the revised screen to members. The colors will be consistent with the Archway home page.
7. Archway FAQ Page – Carol Warrington developed an Archway FAQ page using the QUEST FAQ page as a guide. Rather than taking the time to edit the long document at the meeting, Sue Morgan volunteered to make some revisions based on comments she receives. *Please send suggestions to Sue ([smorgan@jeffco.edu](mailto:smorgan@jeffco.edu)) by March 15. She will post a draft by the end of March.*
8. Pat Williams reported on questions forwarded to MCO regarding requests pages:
  - A. Can we get the MOBIUS request page set up like the Archway request page so that to the right of the patron information boxes, the complete location name for each of the two digit institution codes are defined (EC = East Central, etc.)? The answer is no.
  - B. On the Archway and MOBIUS request sites, if you are entering a new pin number you have to enter the **pickup location** and the **cancel if not filled by** dates on the first screen and then again on the second screen. Is there a way to have this information carry over without re-entering it? MCO is not sure, but this could be sent in as an enhancement request. Linda Bigelow will send it forward.
9. The default pickup location at the MOBIUS level continues to cause difficulties for Archway patrons. East Central is the default pickup location at the MOBIUS level. At the Archway level, it is not. This is a serious public services problem since many books patrons need quickly are delayed because they go to East Central because the patron forgets to select a pickup location. The request will be forwarded to Carol Warrington as an INNReach enhancement.
10. Linda Bigelow contacted MCO for an update on the AKS screen. If we use the Bridges model, java script must be enabled on every individual user's client. Otherwise, all information must be re-entered whenever a patron modifies a search.

MCO suggested that we design our form in such a way that the layout is more like Bridges, but still uses the III tokens. See Colorado State University as an example: <http://catalog.library.colostate.edu/search/Y>

11. Two more ideas for future consideration were also brought up:
  - A. Adding an option to “Save to Local Disk” on the OPAC export screen that appears after marked records are saved.
  - B. Adding pop-up boxes explaining PIN and ID numbers to the “patroninfo” and “request” screens
  
12. Committee members agreed that we should submit a list of proposed changes in priority order to the Steering Committee. Rather than making frequent minor modifications, it would be preferable to implement all changes before the beginning of the fall semester.

**Next meeting:** Friday, May 3 at 9:00 in the Confluence Room at the Meramec library. Jennie volunteered to bring goodies.

Respectfully submitted,

Sue Morgan