Archway Public Services Committee
Minutes
January 25th, 2002 – SLCC Meramec

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

1) The minutes of 11-16-01 were approved with the additions of "**to**" added to the bottom of number 3 after **e-mailed**; additions of **Use "s: (subject)" instead of "s: (LC subject)"** and **Add "n:(other notes fields)"** at the very end of number 8 **Field Search**; "**Advisory**" should be deleted from the name of the committee. The font on the entire AKS Web page should be Arial.

2) Genie Klein asked to add "changes to AKS screen" to the agenda list number 9.

3) Carol Warrington reported on the MAAC meeting.
   - Carol distributed copies of the proposal of changes for delivery labels. There will be 5 characters allowed for the first all caps part for Lanter delivery stop.
   - The new MCO web site and document loading were demonstrated.
   - Robin Kespohl suggested a few things to be added to Mobius Archway cluster pages, such as a list of Ariel user and an overview of circ. policies.
   - Community users using Mobius was brought up at the meeting. According to the bylaws, Mobius borrowing services are only available to students, faculty and staff from Mobius member libraries.

4) Because of the abbreviation similarity between St. Charles Community College and St. Louis Community College, Ying Li asked for input for the St. Charles Mobius level request wording. St. Charles recently had a name change and the abbreviation is SCC instead of SCCCC. After looking at Archway level request page, the Committee would like to use the same page for Mobius request page. The Archway request page is updated and has clear descriptions. If MCO can't do it, we will use **St. Charles** or **STCHAS** instead of **SCCCC**.

5) Ying Li asked for a discussion on PIN numbers at the Archway level. When students try to request books at Archway level, they need to create/enter a PIN number. If students forget the numbers, they need to go to circ. desk and ask that their PIN numbers to be deleted. Mobius level requesting does not use PIN numbers. The committee is concerned about patrons' privacy issues, and would like to continue to use the PIN number. We may come back to this issue after the implementation of SS# encryption by Innovative. The committee also discussed the fact that students who are putting in PIN numbers for the first time have to select their pick up location and type in a **not needed after** date two times, once on each screen. Some students would miss the second time, and books will be sent to a wrong

location. We would like the pick up location information be carried over from first page to the second page. Pat will send an inquiry to MCO to see if elimination of the repetition is possible. If it were, the Public Services Committee would like to send the suggested change forward to the Archway Cluster Meeting as a recommendation.

6) Bonnie Sanguinet asked for a discussion on Brief and Extended web options. The committee looked at several clusters' displays, and recommended following:
- **Status** to be added to the Archway extended option, currently we have location only.
- While looking at other Cluster catalogs it was noted that the Ariel font looked very clean and crisp in their catalogs. The Committee agreed to send forth a recommendation to the Archway Committee to change the Web OPAC font to an Ariel font.

Ying will investigate the possibility of eliminating the word ~~library~~ from the current location display **St. Charles Library**

7) Jan Earnest asked for a discussion on a possible BI meeting for Archway reference librarians. We all expressed interest and would like to exchange ideas. Jan will come up with a meeting format and email reference librarians.

8) Carol Warrington suggested the Archway page be updated. We looked at several clusters' home pages and liked Quest and Lance the most – page layout, navigation bar and FAQ page. Ying will work on the home page, Bonnie will work on the second screen –the search page, and Carol will work on the FAQ page. The committee recommended the following changes:

Archway home page:
- Change **~~The Archway Library Catalog includes the collections of the following Eastern Missouri community college libraries~~** to **Archway includes the collections of the following Eastern Missouri college libraries:**
- Delete **~~To begin searching, please click on a library from the list below.~~**
- Bring the name of the colleges to the middle and add a small arch in front of each name.
- Add a quick search box below the college names
- Delete **~~Search All the Archway Libraries~~**

Archway second search screen:
- We like Quest's guided search page, and would like to add Journal search to balance the layout.
- The first column: Keyword, Title, Author, Author/Title. The second column: LC Subject, Journal Title, Children Subject, Numbers.
- We like blue and gray for the bars/strips, Bonnie will play with different colors.

9) Genie Klien asked about AKS screen, Jennie Dodillet sent our request of AKS screen changes to MCO before the holidays of 2001.

We would like to express our sincere **THANKS** to Meramec librarians for providing meeting rooms and refreshments. The next meeting is scheduled for March 1st at 9am on the Meramec campus.

1/30/02 YLI
Revised 3/1/02