

**Minutes – Archway Cluster Meeting
St. Louis Community College
Forest Park Campus
September 15, 2000**

Attending Members: Linda Bigelow, Cathye Dierberg, Becky Grady, Ann Riley, Bonnie Sanguinet, Kathy Schlump, Fran Stumpf, Stephanie Tolson, Carol Warrington; Guests: Carol Bennett and Ying Li.

Becky Grady called the meeting to order at 9:00 a.m.

1. **Minutes** – The minutes of the August 11 meeting were approved.
2. **Posting of minutes, contacts and procedures on MOBIUS web page** – Bonnie reported that Archway minutes (except April 4, 2000) and contact information for each institution have been mounted on the web by the MCO office. A discussion ensued regarding other information that could be mounted. Bonnie will submit the approved Course Reserve Procedures along with approved minutes to MCO to mount.
3. **Video requests** – Several incidents were discussed where local patrons have been able to submit an online request for the video holdings of another library in the cluster. It was thought that parameters in the circulation system had been set to disallow this type of loan. Bonnie will report this problem to the MCO Help Desk, but she asked all to monitor paging slip. Carol Warrington indicated that all should feel free to deny these requests since we have only agreed to lend book collections. During the discussion a comment surfaced indicating a need to develop a procedure for how to handle material that is not found on the shelf. Stephanie reported that St. Louis University has a practice of declaring an item missing when it is not found on the shelf, thus allowing the patron to place a MOBIUS level request. It was agreed to forward this need for procedure to Archway's Public Access Committee.
4. **INN-Reach training and implementation** – Bonnie reported that INN-Reach training was scheduled for September 27th at Jefferson College. She encouraged those who hadn't reviewed the documentation to do so prior to training. Those attending the training are welcomed to bring snacks. GO LIVE on INN-Reach has been pushed to October 2nd to accommodate training needs.
5. **Archway OPAC menu changes** – Bonnie reported that Archway institution names are now linked from the web page. Bonnie lead a discussion on how to handle the addition of a Children's Subject Heading link on the Archway web page. It was agreed that the addition should be in place of the Other Searches option. Becky from East Central agreed to take on the task of performing authority control on Library of Congress Children's Subject Headings in the catalog. Bonnie will submit web page changes to MCO.
6. **Archway/College OPACs** – Bonnie verified that all colleges were satisfied with the local catalog Help Screens.
7. **Printing overdue notices** – St. Charles and East Central reported continuing problems with the 60-line default setting. This has been reported to MCO, who in turn has forwarded it on to Innovative for resolution.
8. **SCAT tables and clusters** – Bonnie asked if anyone in the cluster wanted to change the breakdown of statistics by LC and Dewey classification (see Robin's email of 8/9/00). Most had no comment. Linda indicated that she could bring to the next cluster meeting information on how she used the SCATs in her former library system.
9. **Search statistics file maintenance** – The cluster visited the web site <http://archway.missouri.edu/manage> for statistics on the cluster. Currently the OPAC search file is not purged. It will only hold 10 days of information, which is rolled over one day at a time rather than purged. Archway will recommend that file maintenance occur every Friday. Becky will communicate this to MCO. Stephanie asked the cluster to postpone until the next meeting the item of discussion that involves identifying how members of the cluster are collecting and using statistics.

10. **Catalog Design Advisory Committee** – Carol Bennett reported that Advanced Keyword Searching has been removed from the implementation schedule by Innovative due to instability. The Committee decided that catalogers should not remove subject headings from MARC records that were not in use by the local library (there may be a need for these in the future). The Committee discussed the effects of quarterly authority control maintenance. Carol Bennett reported that all Archway’s bibliographic records went out for authority control as of 9/1/00 and cautioned catalogers about making modifications to existing records will require re-editing when the records return from the vendor in 6 weeks. Cathye reported that the early release of bibliographic records in INN-Reach has made the Duplicate Record Project much more complex.
11. **Access Advisory Committee** – In Loretta’s absence Linda asked members to review and respond to the newly released MOBIUS Lost Material Policy (distributed via email).
12. **Electronic Resources Advisory Committee** – Kathy reported that a meeting was in the process of being setup for early October in Columbia. Kathy and Stephanie plan on attending the meeting.
13. **EXPAND ALL** – Bonnie responding to an email from MCO asked the cluster to come to the next meeting prepared to make suggestions for the expand all feature in MILCirc. What do we need/want to see when this option is used?

The next meeting of the Archway Cluster will be held Friday, October 13, at 9:00 a.m. at Jefferson College.