Archway Steering Committee Minutes
Sept. 19, 2008
St. Louis College of Pharmacy

Attendees: Jill Nissen (StLCOP) **Chair**, Kirsten Young-Abotsi (StLCC), Lisa Farrell (ECC), Bonnie Sanguinet (StLCC-Meramec), Carol Bennett (StLCC-IR), Kelly Mitchell (SCC), Jean Rose (SCC), Debbie Woolverton, (StLCOP), Teri-Ann Wallace (StLCOP), Stephanie Tolson (SCC), Abby DeShane (StLCC-Wildwood)

Jill called the meeting to order at 9:00 am. The Meeting Agenda and the Minutes of the April 4, 2008 meeting were approved as presented.

Discussion Items

- Create lists clutter and naming conventions - Kirsten

Kirsten recommended that each library review their create list files and empty those not longer needed, especially the small files. She also suggested we look at our Saved Searches and Item Templates and delete those no longer needed. She reminded everyone to use the established naming conventions so that the create list files, saved searches, etc. are identifiable. She volunteered to send an email outlining the naming conventions so that everyone is consistent.

- Archway FAQ page – approval of recommended revisions from ArchPub – Kirsten

Kirsten walked us through the handout she provided of the recommended changes to the Archway FAQ page. After some discussion, the following changes were agreed upon:
NOTE: ~~strikethrough~~=delete, red=add

1. MOBIUS is a consortium of over ~~fifty~~ 60 Missouri college and university libraries. ….
   The MOBIUS catalog includes over ~~14~~ 21 million items.
2. If you do not find the book(s) you need click ~~on the link to~~ "Search MOBIUS ~~Union Catalog~~."
3. You will be asked, "With which ~~institution~~ cluster are you affiliated?"
4. Enter your ~~Social Security Number or equivalent~~ College ID number PLUS your college's ~~two-digit~~ institution code (e.g., 123456~~789~~EC)
5. Here are the institution codes for our cluster:
   a. EC-East Central College
   b. JC-Jefferson College
   c. SC-St. Charles
   d. ~~ST=St. Louis Community College~~ COP=St. Louis College of Pharmacy
   e. ~~COP-St. Louis College of Pharmacy~~ ST=St. Louis Community College
6. Choose a pickup ~~location~~ cluster and a pickup location from the drop-down menus to indicate where you want the book sent. ~~If you do not choose a pickup location, the item you request will be sent to the default location East Central College.~~
7. IF YOU ARE HAVING DIFFUCLTY, ASK YOUR LIBRARIAN FOR HELP.

8. ~~One~~ Two 21-day renewals ~~is~~ are permitted unless another patron has requested the book.
9. Can I limit my search to ~~videotapes~~ DVDs?
10. Yes. From your results list, press the LIMIT/SORT button. On the next screen, limit your search by ~~"MATERIAL TYPE"~~ "SPECIFIC VIDEO RECORDING". Select ~~VIDEO DVDs~~ from the pull-down menu.
11. Please remember that you may ~~only~~ borrow ~~videotapes~~ DVDs only from your own library.

Kirsten will notify MCO of the changes agreed upon. It was also suggested that Bonnie take the following recommendation to MAAC: Update the About MOBIUS page that links from the MOBIUS Catalog to read "Requested materials are delivered within ~~one or two days~~ 3-4 days of being requested by the MOBIUS Delivery System". This change is a more realistic estimate of arrival time.

- Release 2007 – Kirsten

Kirsten also walked us through 2 handouts that she created concerning Release 2007. The first handout outlined several options that required a cluster decision. After some discussion the following decisions were made:

1. Yes – Permit the renewal of items that have bib-level holds via staff override.
2. No – Addition of a Millennium user account password policy.
3. Yes – (Per Carol Bennett's recommendation) WebPAC will support the MARC21 standard for displaying cross references honoring subfield w, byte 3.
4. No – A new My Millennium feature, My List, will be added as a complement to Reading History.
5. Yes – (with reservations: questions we have - where will this display on page? and will it stay in scope?) Allow the placement of a "Nearby on Shelf" search link by the item information on the bibliographic record display.

Kirsten then went over the other handout which outlined the Release 2007 changes that StLCC was implementing.

- Disappearing INN-reach holds. Has anyone else been experiencing them? – Kirsten

Kirsten asked if any other library was experiencing disappearing INN-Reach holds. Everyone agreed to be on the lookout for any disappearing INN-Reach holds to see if there is a problem.

- Financial Planning Task Force/new funding formula – Kathy

Kathy gave a brief overview of the new funding formula that was approved by the MOBIUS Council on Sept. 12, 2008. The formula is based upon a set annual fee for each participating library plus fees based on Size, Dynamic Use and Borrowing/Lending.

<u>Committee Reports</u>

- MAAC (Access Advisory Committee) – Bonnie/Jill   **See Attached Report**

- MACPAC (Ann Conf Planning Advisory Committee) – Lisa/Kelly

Kelly gave a short update: MACPAC met in July to review feedback from the 2008 MOBIUS Conference. She reported that most of the feedback was positive and included useful suggestions. She also reported that the 'next day training' sessions were almost full. Calls for proposals for next year's conference went out in Aug. with an Oct 31st deadline. MACPAC will meet again on Nov. 21.

- MCAG (Coordinators Advisory Com) – Kathy/Kirsten   **See Attached Report**

- MCDAC (Catalog Design Advisory Com) – Carol/Jean   **See Attached Report**

- MCMAC (Collection Mgmt Advisory Com) – Stephanie/June

Stephanie reported that the YBP survey is on the MCMAC website. The survey results led to the one year renewal of the YBP contract. The new MCMAC chair is Lori Mardis, Northwest - Towers and co-chair is L. Hunter Kevil, MU-C, MERLIN . The committee is looking at ebooks and wondering about a state-wide RFP for ebooks.

- MERAC (Electronic Resources Advisory Com) – Sue/Jill   **See Attached Report**

- ArchTech – Carol/Jean

ArchTech looked at netLibrary display options. Carol will change StLCOP's display so that it is the same as StLCC's. ECC's ebooks display is different than the others.

- ArchPub – ArchPub has not met.

<u>Open Logs</u>

- STLCOP is working to make their Leisure collection available to only their students.

- StLCC has a call open about whether Archway had streamlined checkout enabled

The meeting adjourned at 12 noon.

Respectfully submitted by Kathy Schlump

MOBIUS Coordinators Advisory Group (MCAG)

Minutes of meeting held via Adobe Connect - August 7, 2008

Present: Richard Amelung (SLU), (Christopher Brite (Towers), Jason Bruenderman (Galahad), Corinne Caputo (Arthur), Eileen Condon, Chair (Bridges), Lynne Edgar (MCO), Scott Peterson (MCO), Steve Jamieson (Bridges), Pat Logsdon (WashU), Les Lynam (Quest), Corky McCormack (Swan), Raleigh Muns (Merlin), Jean Parker (SLU), M.J. Poehler (Wilo), Kathy Schlump (Archway), Mary Sims (Lance), Kirsten Young-Abotsi (Archway)

The agenda was distributed via email, and there were no items added.

The minutes from the August 7, 2007, meeting had been previously approved via email and have been posted on the MCO website.

FEEDBACK ON REMEDY CHANGES

Chair Eileen Condon asked for feedback on MCO's new Remedy notification system. Kirsten Young-Abotsi shared that she and a few others had written feedback to the MOBIUS Site Coordinators Forum that the number of e-mails the system generates is excessive. Kirsten proposed we only receive two automated e-mails per call:

- One, confirming that the call was opened, stating who it was assigned to, and repeating the information the caller had written in the problem report form.
- Two, stating that the call was closed and including MCO's notes and any e-mail correspondence.

A few MCAG members agreed, and none raised any objections. Lynne Edgar will present that proposal to the Operations/Help Desk staff and see what they can do.

EVALUATION OF LOCAL URL PRODUCT

Eileen had sent an e-mail with the preliminary agenda regarding this evaluation, which we are doing jointly with MCDAC. No one had any comments. We agreed that when the product demo time is set up, MCAG members who are available will attend and report back to the committee. Eileen will notify the committee when the demo is scheduled.

REQUEST FOR OFFICIAL POLICIES

Beth Fisher has asked MCAG for any official policies which have been approved by the MOBIUS executive Committee and presented to the MOBIUS Council. We will respond that other than the MOBIUS Advisory Committee Charges approved by the Executive Committee November 18, 2005, we have no official written policies.

NEXT MEETING

The committee chose March 5, 2009, as the date of its next meeting. Lynne Edgar will book a room at MCO for a face-to-face meeting. As the meeting date approaches and the agenda takes shape, the committee will discuss via e-mail whether to meet in Adobe Connect or at MCO in Columbia.

Respectfully submitted,

Kirsten Young-Abotsi, Archway Alternate to MCAG
Manager, Library Systems
St. Louis Community College

MAAC Report to Archway Steering Committee - September 19, 2008

The MOBIUS Access Advisory Committee met in Columbia on July 16, 2008.

Second Overdue (30 days after due date)

The second INN-Reach overdue notice text originally read:

The item(s) on this notice are overdue. If item(s) are not returned within 10 days you will be billed a $100 lost item fee plus a $20 processing fee for each item and your borrowing privileges will be suspended.

It was revised to read:

The item(s) on this notice are overdue. If item(s) are not returned within **15 days of the date on this notice**, you will be billed a $100 lost item fee plus a $20 processing fee for each item and your borrowing privileges will be suspended.

Bag Count

Next year's bag count will include taking inventory of the different generations of bags that have been put into circulation giving MCO an idea how long the bags stay in use.

Quarterly Delivery Update

Scott Peterson (MCO) proposed a new document that he has developed, a Quarterly Delivery Update, which he would post to the Delivery List and also have on the MCO website.Committee members approved the Quarterly update.

Label Maker Issues

Scott talked about current problems with delivery bag address labels. Because KCMLIN has a different label format, Scott will be sending out an update about the resizing. The "To" portion of the label will be resized back to the original 11 point font size, and the "From" portion of the label will be reduced to a 9 point font size.

Damaged by Courier Claim Procedure

Replacement cost per item was set at $120 and maximum $500 per bag. Libraries sending expensive items exceeding the maximum amount may want to use another type of delivery.

Delivery Problem Report Form was discussed. In the long-term the form will need to be revisited.

Revised by the MOBIUS Access Advisory Committee, 16 June 2008.

Follow the appropriate procedure below when you receive items damaged by the courier.

I. If receiving library is owning library:
   A. Owning library reports damage via the Delivery Problem Report Form on the MCO website.
   B. Owning library sends damaged material and container it came in to the MAAC Liaison.
II. If receiving library is borrowing library or item is pickup anywhere:
   A. Receiving library immediately contacts the owning library and reports the incident.
   B. Receiving library returns the damaged material and container to the owning library's contact person.
   C. Owning library reports damage via the Delivery Problem Report Form on the MCO website.
   D. Owning library sends damaged material and container to the MAAC liaison.
III. Procedures above must be complete within 15 days.
IV. 1st Choice is financially liable for up to $120 per item, with a maximum

   liability of $500 per container.

Cluster INN-Reach circulation contact

The Clusters 1st Contact List needs to be updated. It was proposed and approved by committee members that the contact list would include MAAC representatives. Questions concerning billing or cluster information should be directed to names on this list.

Reminders can be sent out as to the location of the list under Policies.

Circulation FAQ

MCO office is planning to incorporate a knowledge base and a series of FAQs to help users. The MAAC committee will be creating an FAQ about circulation and reserves for the website. It was discussed whether a sub-committee should be established for this project.

Lenders of last resort

Lending-Borrowing ratio viewed on statistics.

MU – Columbia; MU-Law; MU-Health Sciences; Logan College of Chiropractic

Libraries who will be asked if they want to be on list:

Southwest Baptist; MST; SWAN libraries

Appointment of New Chair of MAAC

Sharon Upchurch (Lance) was designated to be the new chairperson of the MAAC committee.

Next Meeting: Tuesday, Nov. 18th, 2008

Respectfully Submitted, Bonnie Sanguinet - STLCC - Meramec

MCDAC notes 9/19/08 for Archway meeting

MCDAC met on July 18 online.

These were discussed:

Genre Index: A quote was received for a genre index for $2500. We discussed adding other indexes at the same time, with a cap of $4,500 for setting up multiple indexes. The indexes we agreed we would like to implement are genre, music number, ISBN, ISSN, and publisher keyword. Standard numbers would be indexed in their own index and in the standard number index.

Cluster and Institution Page: MCDAC approved offering two views of the cluster page, one organized by cluster and one by institution. [This can now be seen on the staging server: http://mobius.missouri.edu:2082/search ; spell check is also there]

WebPac Pro: MCDAC chose to remove the item summary box since it does not display well in the INNREACH catalog. It was also decided to add extra blank lines between the bibliographic citations and to remove the "electronic resource" on the browse screen.

Backstage processing of series statements: The 440 field will soon be made obsolete in MARC. We discussed the 440 vs. 490/830 treatments but decided that since the 440 is our only current option with Backstage there is little purpose in trying to change our authority processing.

Chair: Stephen Wynne accepted the chairmanship for the third (and final) year.

MERAC Minutes July 15, 2008 - MCO Office, Columbia, Missouri

Attendance: Sue Morgan (Archway), Nina Stawski (Arthur), Ellen Eliceiri (Bridges), Jane Theissen (Bridges), Dan McGurk (Lance), Fran Stumpf (MCO), Terry Austin (MERLIN), Rhonda Whithaus (MERLIN), Cynthia Dudenhoffer (Quest), Georgia Baugh (Saint Louis University) Ed Walton (SWAN), Frank Baudino (Towers), Carol Antoniewicz (Washington University), Laurie Hathman (WILO)

Minutes: Sue Morgan (Archway)

I. Airing It Out

- *Archway* – The cluster catalog redesign is nearing completion. Jefferson College is undergoing renovation and weeded its reference collection.
- *Arthur* – Many of the small libraries in Arthur have increasingly tight budgets and are concentrating on keeping their current databases rather than expanding their database holdings.
- *Bridges* – Fontbonne University purchased JSTOR 3 and 4 and are working on a circulation desk manual and a copyright manual. Webster University hired a new reference librarian, Jodi Borgerding and is creating its annual CD for its extended campuses in Captivate rather than Camtasia. Maryville University has an opening for an Electronic Resources and Collections Librarian; Melissa Belvadi is now at Prince Edward Island University. Lindenwood University purchased new furniture and is weeding its collection. Kenrick Seminary is weeding its collection. The seminary libraries are planning for the July ATLA conference in St. Louis.

- *Lance* – Cluster catalog redesign is ongoing. Truman University purchased Serials Solutions A – Z list and link resolver. Truman is investigating the purchase of additional online reference books including Credo Reference.
- *MCO* – Fran Stumpf reported that none of the new online resource offerings made it this year. Existing resources got new subscriptions and outnumbered cancellations. The Wilson representative at ALA stated that Education Full Text is adding an ERIC interface.
- *MERLIN* – A task force will meet in July to look at overlay products. UMSL and Missouri University of Science and Technology are going through LSO offices for ordering.
- *Quest* – Two libraries in the cluster are being renovated.
- *Saint Louis University* is reorganizing its reference staff into teams. They are doing a trial of 360 Search and researching next generation catalogs. Dissertations and Theses Full Text is up and running.
- *SWAN* – Southwest Baptist University is investigating purchasing Credo Reference, art and music databases and is looking for nursing products in addition to CINAHL. Missouri Southern State University has added JSTOR Arts & Science Collection 1-6, A & S Complement, Sage & Gale e-books, OED Online, and ProQuest's Dissertations and Thesis databases. SWAN is discussing Encore.
- *Towers* – Northwest Missouri State University cancelled Britannica Online, 1Search (360 Search), and the Psychology and Behavioral Science Collection. They added Credo Reference; Daily Life Premium; Safari Books (150 e-book titles in computer science and psychology); PsychArticles (EBSCOhost); SAGE Premier; Science Direct – Health and Life Sciences, Physical Sciences, Social Science; The Wall Street Journal (full text); CQ Almanac backfiles and backfiles of Gale's For Students eBook Collection; Serials Solutions' Electronic Resource Management module.
- *Washington University* – A task force is working on an overlay next generation discovery tool. They are rearranging their reference staff, moving many reference books to the stacks and are ordering online reference tools. The facelift of their website will debut on July 16.
- *WILO* – The cluster's catalog redesign is close to completion. Rockhurst University purchased OCLC's WorldCat Collection Analysis.

II.   Introduction of New Chair

Frank Baudino from Northwest Missouri State University in the Towers cluster was introduced at the new MERAC chair.

III.   Discussion: How to Handle Election of MERAC Chair Each Year

After discussion, the following motion was made by Jane Theissen and seconded by Ed Walton:
Beginning with the 2009-2010 year, the MERAC chair will be elected by cluster rotation. The past chair will serve in an advisory role to the new chair if possible.
The motion carried unanimously.

Carolyn Antoniewicz made the following motion, seconded by Terry Austin:

The MERAC chair rotation will start with Washington University in fiscal year 2010 followed by SWAN in fiscal year 2011 and will continue per the Advisory Committee Appointment Schedule, revised March 2, 2007.
The motion received unanimous approval.

IV.   Orientation for All New Committee Members at MOBIUS Conference in June

Committee members agreed that it would be advantageous to invite and encourage both new and continuing advisory committee members to meet at the MOBIUS conference, possibly using a workshop slot. It was also noted that the orientation meeting announcement was sent out too late for new members to see and take advantage of the opportunity.

V.   MOBIUS Limited License Resources Policy

The MOBIUS Limited License Resources Policy has been approved. It was distributed at the MOBIUS Council meeting. Georgia Baugh will send the policy to the MERAC listserv, and Fran Stumpf will check on posting it on the MCO website.

VI.   Identifying Databases for MOBIUS Cafeteria Program for FY10

Fran Stumpf reported that in the past two years, new databases have not made the cut. She also stated that MAROON is not operational and will not be until at least January, 2009.

 The Committee discussed many possibilities including:
1)   A one-year hiatus in offering new products through the Cafeteria Program. The low interest in the FY 09 offerings and the limited staff time that MCO can devote to this project are two of the reasons cited.
2)   Offering Econ Lit; this needs to be bid.
3)   Offering an electronic reference collection.

Terry Austin said that the UM Library Systems Office maintains a union list of   the electronic resources of the four campuses of the University of Missouri. She   will compile a list of products commonly held by two or three campuses and will   post the results on MERAC-C-L. (If we can identify products already commonly   held, especially if they are offered by more than one vendor, we might increase   the likelihood that we could get more competitive pricing.)

Fran Stumpf will investigate pricing for Credo Reference outside of MLNC.

VII. New Survey Instrument

Fran Stumpf reported that MCO is now using Opinio as its online survey instrument. The group agreed that, especially if there are no new offerings for 2010, redesigning the survey is very important. RhondaWhithaus will send out a link to Nina Stawski's survey in Survey Monkey.

VIII. Other Business – none

IX.   Meeting Schedule: Tuesday, October 14 at 10:00 a.m. via Adobe Connect
                                      Tuesday, February 10 at 10:00 a.m. via Adobe Connect

Respectfully submitted,

Sue Morgan
Jefferson College Library, Archway Cluster