

# Archway Cluster Minutes

August 11, 2000

East Central College

## **Attending:**

Linda Bigelow, Cathye Dierberg, Becky Grady, Loretta Ponzar, Ann Riley, Bonnie Sanguinet, Kathy Schlump, Fran Stumpf

## **Guests:**

Carol Bennett, Jennie Dodillet, Sheila Ouellette, Lisa Shirey

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

## **Minutes**

The minutes of the July 14 meeting were approved.

## **Meeting Schedule for 2000/2001**

Meetings were scheduled for the year as follows:

Friday, September 15	SLCC-Florissant Valley	9:00 a.m.
Friday, October 13	Jefferson College	9:00 a.m.
Friday, November 17	SLCC-Forest Park	9:00 a.m.
Friday, December 15	St. Charles County CC	9:00 a.m.
Friday, January 19	SLCC-Meramec	9:00 a.m.
Friday, February 16	SLCC-FP-Highland Park	9:00 a.m.
Friday, March 23	East Central	9:00 a.m.
Friday, April 20	SLCC-Florissant Valley	9:00 a.m.
Friday, May 18	Jefferson College	9:00 a.m.
Friday, June 15	St. Charles County CC	9:00 a.m.

## **Role of Archway Committees**

Discussion followed on the role of the Archway Steering Committee, ArchTech Committee and Public Services Committee. It was agreed that the ArchTech and Public Services Committees should meet in advance of the Steering Committee meeting so that any questions or policies that needed to be brought to the attention of the Steering Committee could be done so in a timely manner. Minutes are to be kept and shared with the Steering Committee. ArchTech and Public Services committees will have co-chairs and will determine their own meeting times and agendas, with agenda items also proposed by the Steering Committee. Current committee chairs are:

**Steering Committee:** Becky Grady, ECC

**ArchTech Committee:** Carol Bennett, SLCC-HP  
Fran Stumpf, SCCCC

**Public Services Committee:** Pat Williams, SLCC-Flo Valley

## Advisory Committee Reports

- **Access Advisory Committee** - Loretta Ponzar reported that the institutional loan rule for MOBIUS will be changed from 48 days to 21 days as of August 15. It was determined that the delivery system is working so well that a shorter time span for delivery will be sufficient. The 21 days applies from the date of checkout at the home institution. Also, cluster appointments to the Advisory Committee will become staggered, two-year appointments with the chair elected in July. Finally, concern was expressed that not all clusters are providing the statistics requested; Archway is in compliance.
- **ArchTech Committee** - Carol Bennett distributed the minutes of the June 29 meeting. The next meeting will be held immediately following today's Steering Committee meeting.

## Serials Display

Sheila will follow up on getting two changes made to the Serials display:

- Staff notes to display for staff but not appear in the Web OPAC
- On the Serials checkin summary screen, change label from "unknown" to "frequency"

## Catalog Scopes

In a conference call to ECC, JC, and SLCC on July 27, Cathye Dierberg reported that the St. Louis Community College campuses had agreed to unlock the scope on the SLCC catalog. The cluster participants agreed to continue to default to their own catalogs for primary use and to recommend going to the MOBIUS level as the secondary default.

Bonnie noted that the unlocked scope is working properly, that the new Web screens are in place, and that the SLCC scopes will have the correct banner at the top of the screen next week. One concern for bibliographic instruction is that when the patron is coming to the Web OPAC from outside the network, selects the college scope desired, and then clicks on "Start Over," the system returns to the Archway scope rather than the one previously selected. The Steering Committee referred this issue to the Public Services Committee for study and recommendation.

## Database Maintenance

- **Duplicate record project** - Becky said that she had discussed with MCO the need for assistance in working on this project. She also announced that Lisa will be assuming increasing responsibility for cataloging for ECC. All four colleges reported progress in working their way through the duplicates lists. As a reminder, it was noted that checkin records cannot be moved in GUICAT because of a known bug that deletes the record. Use the telnet version to move checkin records.
- **Headings Lists** - MCO is now sending out headings lists on a regular basis. These include new subject headings and names, duplicate barcodes, zzzzz's (no location code), and so forth. If there is a problem with a bib record and more than one location is attached to that bib location, then the item will show up on the list for everyone who is attached to the bib, whether action was taken on the problem or not. One reason for so many subject headings appearing on the list is that the authority records are not yet in place. It was requested that MCO be contacted to add an update on the status of the authority record contract as an agenda item for the MOBIUS Executive Board and Council meetings in September.

## MOBIUS Web Page Postings

Bonnie asked for clarification of what the Archway Cluster would like to have posted on the MOBIUS Web page. Fran will ask Joan for the computer list of Steering Committee members and site coordinators. Minutes of the Steering Committee and the ArchTech and Public Services committees will be posted.

## Procedure Items

- **Paging Slips/Archway Loans**

- Owning library prints paging slip, retrieves book, **CHECKS IN** the book in MilCirc. This gives access to the system and changes the status to "In transit" or "On hold shelf." The paging slip is put in the book and the book is prepared to be put in the Lanter bag for delivery to requesting library. (SLCC noted that they will have three delivery stops as of October 1 - Meramec, Flo Valley, and Forest Park)
- Receiving library **CHECKS IN** the book, which again gives access to the system and changes the status. The item is then checked out to the requesting patron.

- **Traditional ILL Procedures**

Cluster members are handling ILL patrons in two different ways:

- SLCC has created one patron for all ILL transactions
- Others continue to treat ILL patrons as individual patrons, creating patron records for each one with a PCODE for ILL

## Discussion Items

- **Circ Options, Line #62** - Fran reported that SCCCC needs 66 lines per page for printing rather than the 60 selected, so MCO will option group this item.
- **INNReach Training** - Kathy asked for consensus on a training date for INNReach training in September. The cluster members agreed that Wednesday, September 27, at Jefferson College would be available. MCO will be asked to move the "go live" date for INNReach to October 2.
- **III Directory Listing** - Each institution will fill out the questionnaire individually.
- **Discussion List for Staff** - ArchTech and Public Services Committees will have their own distribution lists. Staff will also be encouraged to use the MOBIUS-L list for discussion purposes.
- **Billing** - Jefferson College requested that call numbers be added to the bills. All agreed that this would be useful. Worksheet C-8 and the Getting Started Manual (Circulation - Format of Circulation Notices) apply. Jefferson College will contact MCO to request this change.
- **API - EZProxy** - SLCC has lost the person who was going to develop the scripting for the web server setup that would enable EZProxy. Alternatives were discussed.
- **View Your Own Record** - Jennie requested, and all agreed, that the text in "View Your Own Record" should be changed to read "Enter or create your PIN." Kathy will e-mail this request to the Help Desk.
- **Search Help Screens** - The Steering Committee referred to the Public Services Committee the discussion on how the search screens should look. Jennie will contact the Help Desk to get them changed to the current configuration assigned to SLCC.
- **Printing Notices Problem** - Bonnie noted that when a bill had been adjusted, reducing the amount to \$5, no text appeared for that notice when the notice was printed. She wondered if Circ options #59 (manually set to lost) and #61 (charge adjustment), which had been set to "suppressed," could be the problem. She has sent a log to MCO.

**Items for Next Meeting** - Circulation status codes and serials codes.

**Next Meeting**

The next meeting of the Archway Cluster will be held **Friday, September 15, at 9:00 a.m.** at Florissant Valley.