

**Minutes Archway Steering
Committee Meeting
Sept. 12, 2003
St. Charles Community College**

Attendance: Jill Nissen, StLCoP; Debbie Woolverton, StLCoP; Stephanie Tolson, St. Charles; Fran Stumpf, St. Charles; Ying Li, St. Charles; Jennie Dodillet, East Central; Bonnie Sanguinet, STLCC; Ann Riley—STLCC Meramec; Pat Williams; STLCC-Florissant Valley; Carol Warrington; STLCC Forest Park; Linda Bigelow, Jefferson; Loretta Ponzar, Jefferson

1. Meeting called to order by Jill Nissen, chair for FY04
2. Agenda approved as amended
3. Minutes of the July 18, 2003 meeting were approved.
4. a. The Committee agreed to ask MCO to begin Archway's upgrade to Release 2002 Phase 3 at noon on Oct. 9, 2003. The Millennium products and the Archway catalog (along with the local cluster catalogs) will not be available during the upgrade. Patrons can still search the MOBIUS catalog.
- b. Release 2002 Phase 3 upgrade will create a new shortcut on the desktop called Innovative Millennium. Bonnie says not to uninstall old software. She recommends that when we reboot the machines after we are notified by MCO that the install is complete, that we follow the instructions on the screen. If everything works okay, following the instructions should install the new JAVA 1.4.1 runtime environment plus create the new Innovative Millennium icon. Everyone should come to the November meeting prepared to discuss the new release options that are of concern to our locations. Institutions with firewalls need to be aware that certain ports may need to be opened during the install, in order to access new options after the install.
- c. Bonnie has discovered how to permanently eliminate the LPATRON & LCHECKIN information from our item records. In order to empty these fields LPATRON and LCHECKIN will have to be turned back on temporarily. The Committee agreed to have this done and proceed to permanently empty the fields. Bonnie was also asked to check to see if these two fields could be separated so that LCHECKIN data could be kept.
- d. The group revisited a decision made at the July meeting regarding Circ Option 74. If the notices are reconfigured to print hold notes on hold notices, it will add extra lines at the bottom of the notices. This would mess up stationery used at SLCC. The group decided to not to change CIRC Option 74.
- e. Bonnie recommended that the cluster implement My Millennium after the Release 2002 Phase 3 upgrade is completed. The previous concerns that Ying and Bonnie had about using this product have been

fixed in the new release. The cluster agreed to implement My Millennium for staff.

- f. Jill raised the issue of updating the summary holdings statements during serials checkin. Jim Dutton thought it needed to be a cluster decision. Fran and Bonnie thought the decision was institution by institution. Jill will clarify this with MCO.
 - g. Jill also asked to discuss Archway setting up a priority table for bib level holds. If the priority table is not in place, bib level holds will languish in the hold-shelf queue. Establishing a priority table will turn this request into item level holds and generate a paging slip. Archway recommended implementing a priority table. Jill also reported that StLCoP's item-level hold problem seems to be fixed.
 - h. Jill reported on StLCop's implementation issues. Their printing issues seem to be resolved. The process of transferring their serial records to bib records has been completed. StLCop's is working on quality control for their patron records.
 - i. St Charles has experienced hold notices printing before the book comes in. Other locations are not aware of this. Each location will check with their circ people.
 - j. All Archway institutions now have NETLibrary--(StLCoP's records are being loaded). Public service staffs feel that the message displaying in the catalog is too long. This item is being referred to the Public Service's committee with the recommendation that they suppress subfield 3 and change wording in subfield z.
5. Committee Reports
- a. Public Services committee has not met.
 - b. The ArchTech committee has not met.
 - c. Access Advisory: This committee has made the recommendation that reconciliation between two libraries be kept informal with libraries voluntarily reconciling as they go along. At the very minimum this process must be done every August. Pick-up anywhere is in test. Loretta Ponzar will chair the Access Advisory Committee for FY04. Fran Stumpf is replacing Ann Riley on this committee.
 - d. MCDAC has not met. Bonnie wanted to be sure that everyone remembered that the Archway Committee had agreed at the July meeting that the only catalog status message that would be in all caps is "AVAILABLE". The question was raised as to whether there should be FAQ's for the MOBIUS catalog. This item was referred to the Public Services Committee asking them to decide if there should be FAQ's and if so what should be included.
 - e. MERAC—no report.
 - f. Cooperative Collection Development Task Force. There is a draft out of this task force's final report. This group has now become the MOBIUS Collection Management Advisory Committee "MCMAC".

Projects this committee is considering include: Cooperative collection development of serials and a statewide approval plan vendor.

Stephanie agreed to be the cluster's alternate on this committee.

- g. MCAG. Linda and Cathye are the representative and alternate on this committee. Per Almquist was elected chair. The recorder will rotate, alphabetically by cluster name.
 - h. MOBIUS Executive Committee. Their next meeting is Oct. 17. Genie McKee is the new secretary for MOBIUS. Joe Ford has been asked to do an evaluation report. The report, hopefully completed by the end of December will examine how MOBIUS is doing and recommend some tweaking of the formula.
 - i. MOBIUS Program Planning Committee. Sheila and Fran are on the committee from Archway. This group is meeting next week.
6. Open Logs. StLCop is still working on printing in-transit slips. Bonnie does not think that limit by location is fixed. Patron display problem is not fixed—there is a major indexing problem. In GUI CAT some fields get truncated for no reason.
 7. Meeting adjourned. The next meeting is November 21, 2004 at St. Louis Community College at Forest Park.

Rev. 11/21/2003 CSW