Archway Public Services Committee
Revised Minutes 11/16/01

Present: Pat Williams, co-chair, Ying Li, co-chair, Celia Bouchard, Loretta Ponzar (for Sue Morgan), June Gill, Genie Klein, Jennie Dodillet, Bonnie Sanguinet, Carol Warrington, Jan Ernest, Barbara Pope

1. Minutes: The revised minutes from 9/7/2001 were approved.

Circulation:
2. Due Date Slip Message: a message of up to 40 (maybe only 39?) characters can be added to the date due slip. Pat Williams shared samples of SLCC's revised date due slips with a note about renewing:

> "Renew @ View Your Library Record
> http://archway.missouri.edu/search/"
> A discussion followed on how to increase patron knowledge of online renews, including a suggestion of changing the wording regarding renewals on the Archway catalog web page from "View Your Own Record" to "View Record/Renew Items".

3. Carol Warrington's report from the MOBIUS Access Committee:

- Bag Distribution: Carol suggested that if anyone in our cluster needs bags, that we check first within the cluster, then if still needed, send a message to the MOBIUS general listserv using the subject header "Bags Needed". If your school has a tendency to accumulate bags, mail extras to the schools you borrow most from. Some schools may want to invest in tubs to use between their busiest locations.

- Carol passed out a MOBIUS Patron Initiated Borrowing chart which indicated the ratio of # lent to # borrowed from Jan - Aug 2001.

- Returned Too Long List: Carol congratulated our cluster on only having 4 items on the list! She distributed copies of the list.

- Valid Visiting Patron ID numbers: Carol reminded us that if a patron isn't in the database, they won't get service at another library as a visiting patron. Frequent patron load updates sent to MCO should minimize this problem.

- Properly addressing bookbands: there is some confusion with bookband abbreviations. MCO is working to develop an abbreviation system. Carol suggested we be proactive by each looking at our codes and if needed, change the code to be more meaningful and relevant to the names our colleges. She passed out a list of the abbreviations currently used by the Archway members. Our suggested code changes should be e-mailed to Cathy Stubbs at MCO.

4. MOBIUS level requests sent to cluster level
   Jennie Dodillet reported that ECC was having trouble borrowing cluster materials at the MOBIUS level. There was an error in the Loan Rule Determiner table that was not allowing ECC students to borrow SLCC books. Bonnie Sanguinet will make the correction. Jennie commented that even though this will be fixed, the system shouldn't have allowed our patrons to request books that were not requestable. Jennie will send a note to MCO about this.
   Another cluster borrowing problem is borrowing books such as juvenile books. Sue Morgan and Pat Williams tried to borrow juvenile books from ECC. The requests appeared to go through, but no paging slip or cancellation notice was generated. Jennie will send this problem to MCO to investigate.

5. Patron Blocks (worksheet C-4): Pat Williams asked for input on the implications of using the HLOD (Highest Level Overdue) parameter to block patrons. SLCC blocks patrons for other reasons, but doesn't use this setting. SCC and ECC use this setting and shared their experiences with it.

6. Automatic Transfer of Paged Items: SCC, Jefferson, and ECC reported problems with cancellation notices being generated when a patron still wanted a book. This could be the result of setting the automatic transfer of paged items at 12 hours. We may need to update the way we handle these paging slips after we print them. Bonnie Sanguinet suggested that status be changed as soon as the book is retrieved from the shelf. This is done by checking the book in, which will change the status to "in transit" or "on holdshelf". If problems continue, we should report it to members of the Archway Steering Committee before their next meeting on Dec. 7th 2001.

Web OPAC

7. Loretta Ponzar reported for Sue Morgan some suggested changes to the Archway web pages:

> Change **Limit This Search** to **Sort/Limit**
> Change **Export** to **Mark this Record**
> Change **Export Saved List** to **Print/E-Mail/Save**
>
> We will take these suggestions back to our schools and discuss them with our staff. We will discuss this further at our next meeting.

8. Revision of the Advanced Keyword Screen:

> Janice Patton had sent by e-mail some proposed changes to the Advanced Keyword Screen. These were based on discussion from the SLCC reference librarian meeting, the Archway e-mail listserv, and her suggestions. Our committee reviewed the suggestions, made some changes, and will make the following recommendations to the Archway Steering Committee:

Using the Bridges model (http://bridges.missouri.edu/search/X):

- Change font for entire page to Ariel
- change "Keyword Search" at the top to a larger font (the way it is now on the Archway page)
- Add some white space and the word "Options" after the line "See Search tips below for further instructions."
- **Sort Results** stays as the first option, but put "By Date" first since it our default, then By Title and By Relevance.
- **Library Location** (what Bridges calls Specific Branch) should be next. (The choices in the drop-down box will be the ones currently under **Scope** on the Archway screen. The "Specific Library Location" drop-down box will be eliminated).
- **Material Type** should be next (The choices in the drop-down box will be the ones currently under **Other Format** on the Archway screen). To the **right** of **Material Type** should be **Material Format.** (The choices in the drop-down box should be "Any", "Mono", and "Serial"). Include some blank blue space between **Material Type** and **Material Format**.
- **Year of Publication** should be next.
- **Language of Work** and **Publisher Name Keywords** move to the end.

Search Tips and Examples:

Again, use Bridges as a model, making the following changes:

- **Phrase**: use Bridges wording, though add a second example "attention deficit disorder"
- **Truncation**: change description to "Words may be truncated using an asterisk * for 1-5 characters. Use double asterisks ** for 6 or more characters." For examples, use "polic*" and "math**". Eliminate the "environm**" example.
- **Wildcard**: "Use an asterisk to replace any letter in a word." (Example: wom*n)
- **Connectors**: change description to **"**Use *and* to specify both words. Use *or* to specify either word. Use *and not* to exclude words. Use parentheses to group words when using multiple connectors." Use the current Archway examples: "cat or feline", "(alaska or canada) and (recreation and not hiking)"
- **Proximity**: Use the current Archway wording "Use *near* to specify words close to each other, in any order. Use *within #* to specify words within a set range of each other. Symbol # may stand for any number." Use the current Archway examples "california near university" and "colorado within 12 wyoming"
- **Field Search**: same as Bridges except:
    - Take out "j: (Medical Subject)".
    - Use "s: (subject)" instead of "s: (LC subject)"
    - Add "n: (other notes fields)"

Carol Warrington expressed concern that the Archway web page is becoming dated. Several people agreed. This will be put on the next agenda.

9. Using graphics for material type on the OPAC browse screens: the group has decided not to proceed with graphics at this time.

10. Bonnie Sanguinet passed out a sheet with possible changes to the Brief and Extended displays on the browse screens. (2001 Enhancements, p. 46, options 2 &3) This will be discussed further at our next meeting.

11. The next meeting will be January 25th 2002 at Meramec at 9:00 a.m.

JLD 11/28/01
Revised 12/4/01