

## **ARCHWAY CLUSTER MEETING MINUTES**

**St. Louis Community College - Forest Park**

**March 24, 2000**

### ***HOMEWORK FOR NEXT MEETING (see notes below):***

- ***BIB-7 - Robin***
- ***BIB-8 - Robin***
- ***SA-1 - Robin***
- ***SA-2 - Will work on next Tuesday***
- ***SA-3 - Robin***
- ***SA-4 - Robin***
- ***SCOPE-3 - Robin***
- ***C-B - Send to Robin by April 1***
- ***C-1 - Robin***
- ***C-3 - Send to Robin by April 1***
- ***C-4 - Send to Robin by April 1***
- ***C-5 - Send to Robin by April 1***
- ***C-6 - Send to Robin by April 1***
- ***C-8 - post drafts on cluster listserv***
- ***Review Automatic Request Processing***
- ***Review Web Server Options***

### **ATTENDING**

#### ***Members:***

Linda Bigelow, Cathye Dierberg, Loretta Ponzar, Bonnie Sanguinet, Kathy Schlump, Fran Stumpf, Paul Talaski, Stephanie Tolson, Carol Warrington

#### ***Guests:***

Ying Li - SCCC, Pat Williams - SLCC-FV

#### ***MOBIUS:***

Robin Kesphol

### **ARCHWAY MEETING**

- Cathye Dierberg called the meeting to order at 9:15 a.m.
- Cathye said that George Rickerson had informed her that the API software was \$10,000 rather than \$7,500 as previously thought. She offered for St. Louis to pay \$6,000 with the remaining three colleges dividing up the remaining \$4,000 at \$1,333 each. Everyone agreed.
- Cathye was asked to set up a meeting with George in April or May so that we could bring our networking staff to be brought up to date as to the requirements to make the API software functional on our campuses.
- Fran Stumpf gave a report on the Cataloging Design Advisory Committee. Three issues were discussed:
  - Master record for MOBIUS - Merlins record will remain the master record, with Washington Universitys as second and Arthurs as third. The recommendation was also made to retain all subject headings.

- Keyword Search Task Force Report - A demonstration of the differences among simple searching, advanced searching, and Alta Vista was given. **Question: Will we have to choose only one to use as a cluster?**
- 856 problem with display - The master record is the only institutions record that will display. Need to decide whether to display or suppress in MOBIUS.
- Fran said that the Cataloging Design Advisory Committee had been asked to consider assistive technology at the MOBIUS level, but the Committee felt that this was a local responsibility to provide any necessary additional equipment or software or browsers that would meet ADA requirements.
- Linda Bigelow was asked to request that Jim Kuchar prepare a file of the Archway logo that could be used to prepare staff buttons to wear during a kickoff celebration. She will ask that the word *Archway* be added to the buttons shown on the Jefferson College web site and that two backgrounds be demonstrated - red and white.
- The print format for overdue notices will fit in standard #9 window envelopes.
- A question was asked about barcode scanners and laser printers. It was agreed that HP printers are a good choice; will need a Jet Direct network card. It was recommended that a laser scanner on a stand be used because of reliability and ergonomics.
- Purchase orders are not customizable in the Acquisitions module.
- Future Archway Cluster meetings will begin at **9:30** rather than 9:15.
- At the training sessions at Jefferson College, lunch will be on your own at Brophy's, the College cafeteria. Linda will provide ice and bottled water for breaks; Cathye will provide soda; others are welcome to bring "brain food" for breaks.

## MOBIUS MEETING

- **MOBIUS Update**
  - Robin reported that Jim Dutton from Westminster has just been hired by MOBIUS and will begin April 2.
  - They began loading the Arthur cluster records into MOBIUS InnReach on March 23. InnReach training for the Arthur cluster will begin on Wednesday.
  - Our server has not yet arrived at MCO. It should arrive loaded with TestPac. After training, evaluation, and sign-off, TestPac will be removed and our records will be downloaded. Robin will email us when we are able to download clients.

- **Worksheet Review**

### **Bib-2: Assign MARC Fields**

*Okay*

### **BIB-4: INNOPAC Item Field Group Labels and Tags**

*Okay*

### **BIB-5: Creating Item Records**

*Okay*

### **BIB-6: Item Field Mapping**

*Okay*

**BIB-7: Location Codes to Store in Bibliographic Records**

*Delete four St. Charles locations; change SCCC Central to SLCC.*

**BIB-8: Location Codes in Item Record**

*Will submit form on Monday*

**LIB-2: Source of Library's Records**

*Okay*

**OP-2: OPAC Limiting Options**

*Okay*

**OP-3: OPAC Options Set by Library**

*Okay. INNOVATIVE has still not figured out how to change #5.*

**OP-5: Public Display Labels**

*Okay*

**SA-1: Statistic Groups**

*Correct typos - 501 and 701; delete 604.*

**SA-2: Locations Served**

*Will work on next Tuesday.*

**SA-3: Login Groups**

*Add JC Arnold, JC OPAC, SLCC OPAC*

**SA-4: Login Setup**

*Add JC sites and correct typos for SLCC*

**SCOPE-3: Scoping Options**

*Robin reported that "New Search" retains the scope, "Start Over" resets to original scope. Item #2 was changed to "Retain scope for new search."*

- **Circulation Worksheets**

**C-A: Circulation Periods**

*Okay*

**C-B: Loan Rules**

*Several need tweaking; send to Robin before April 1.*

**C-1: Patron Types**

*Delete 158.*

## **C-2: Item Types**

*Okay*

## **C-3: Rule Selection Table**

*Send to Robin as a table in Word or Excel before April 1.*

## **C-4: Patron Block Table**

*"Max Items" does not include MOBIUS checkouts.*

*"Max Item a" = Video, DVD, Laser Disc*

*"Max Item b" = CD, Audio Cassette*

*"Max Item c" = Juvenile (by location)*

*"Max Item d" = Reserves (by Itype)*

*Send to Robin as a table in Word or Excel before April 1.*

## **C-5: Library Calendar - Days Closed**

*Send to Robin before April 1.*

## **C-6: Library Calendar - Hours Open**

*Send to Robin before April 1.*

## **C-7: Format of Circulation Notices**

*Okay*

## **C-8: Text of Circ Notices**

*Prepare text for each kind of notice we want to send (see sample notices provided by Robin). **Would be useful to post draft messages on cluster listserv prior to next meeting.***

## **C-9: Return Addresses**

*Okay*

## **C-10: Circulation Options**

*Work was begun on C-10; ended with #35.*

- **Other**

- Robin distributed worksheet for Automatic Request Processing (the "get" function) in preparation for next meeting.

- **Next Meeting**

**Tuesday, April 4, 2000  
9:30 a.m.**

## **St. Charles County Community College**

- **Homework assignments listed earlier**
- **C-10 through C-13, C-15**
- **Automatic Request Processing (Users manual #3,851), Arthur worksheet handout**
- **Web Server Options (Users manual #16,562 and CSDirect FAQ's)**
- **Rental collections discussion**