

Archway Public Services Committee
Minutes
February 16, 2001

Attendance: Jennifer Dodillet, co-chair, June Gill, Genie Klein, Janice Patton, Bonnie Sanguinet, Fran Stumpf, Stephanie Tolson, and Carol Warrington.

1. Revised Minutes of the January 19, 2001 meeting were reviewed and approved.
2. Bib level Holds – this issue arose from an inquiry from Jim Dutton on behalf of the WILO cluster asking how we were addressing the issue of bib level holds. A discussion followed regarding where these holds could be seen and MILC was brought up to demonstrate this. The group looked at View Holds in MILCIRC. There were 205 holds outstanding and 68 of these are bib level holds. The problem is that students requesting items on the Web will always be placing bib level holds. If they do not indicate a date “not needed after”, the hold will remain until the 180 days/6 months default has passed. At that time the Clear the Hold Shelf function will remove the expired holds. Another problem is that other than the student canceling the hold from the Web (or us doing it for them in cases where the patron id has expired), there is no good way to cancel these bib level holds that exist. No resolution was reached other than discussion of these issues, however, we did suggest as a group that all libraries review their outstanding holds periodically and clear the hold shelf in MILCIRC on a routine basis.
3. Returned Too Long Reports – Carol Warrington distributed the procedures she developed for this report, and the group reviewed them briefly. Carol and Stephanie advised that the Steering Committee had agreed during their morning meeting that the report would be reviewed by each cluster member in rotation (to be set up by Carol Warrington) to identify which patrons belonged to each individual library. The reviewing library would then notify the others regarding which patrons were theirs. This will eliminate the need for everyone to review each patron number on each list. There is an INN-REACH enhancement recommendation being discussed now that would request III to add the home library code to each patron #, this would help handling this report greatly as would adding the owning site code to each item number on these reports. The group decided to use a combination of Judy Fox’s procedures that were written for use with the character-based system and Carol’s that enhances them. Clearly these reports were not designed for multiple institutions within clusters.
4. Manual blocks – it was agreed to add an additional manual block, “A” for address correction needed. The other manual block will be used along with a Pmessage in all caps that would alert circulation staff that the patron has an overdue MOBIUS loan. The manual block requires initials and security clearance to override and the message makes the problem very clear. Hopefully this will help us to catch our patrons with overdue MOBIUS loans. The group tested whether this manual block would prevent the patron from further MOBIUS requests and it did not seem to affect that ability. It appears that this manual block only works at the cluster level. We must remove the manual block manually – at this time that is probably not too cumbersome due to the small number of overdue loans at the present time.
5. Archway Listserv – after discussion regarding a slow start to the usage of this listserv, it was decided that each member would encourage staff in their library’s to send Carol Warrington email to be added to this listserv. The purpose of the listserv was for it to be available for all staff if they were interested in subscribing.
6. MOBIUS Users Conference the location and exact date has not been settled on as yet, but calls for proposals for presentations are going out. The group discussed possible sessions. Janice Patton is interested in working with cluster reference staff to develop a session on publicizing, promoting MOBIUS, and/or teaching/training students and staff to use the system. Fran Stumpf will talk to reference librarian @SCCC who has developed a library tutorial to explore that possibility. June Gill advised that the MILC training module that Meramec has developed had been nominated for an Innovation of the Year award on that campus. She suggested that a panel discussion of staff training issues and differing methodologies for different sized libraries might be worth considering.
7. Next meeting was set for April 27th at Forest Park at 1:30pm, following the Archway Steering Committee meeting in the morning.

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