<div align="center">

Minutes

St. Louis Red Cluster Steering Committee Minutes

St. Louis Community College at Florissant Valley, TC207

January 12, 2000

</div>

Members Present: Linda Bigelow, Joan Clarke, Cathye Dierberg, Becky Grady, Loretta Ponzar, Bonnie Sanguinet, Kathy Schlump, Fran Stumpf, Stephanie Tolson, Carol Warrington.

MOBIUS Staff: Robin Kespohl, Mark Wahrenbrock.

Guests: Jenny Dodillet, Cathy Reilly, Pat Williams.

1. **Minutes - Carol Warrington distributed the December 17, 1999 minutes.**

2. **Announcements - Members were reminded of the circulation visit scheduled for January 14 at St. Louis University.**

3. **MOBIUS Update - Robin and Mark reported on MCO activities including the recent meeting with III. The III team assigned to our cluster is the same as was assigned to the Central East cluster. MCO is pleased. We will have a new trainer, Michael Burton. The testpac date has been changed to April 10, 2000. The go-live date remains at June 27, 2000. George Rickerson and Gary Harris have several meetings with III at ALA mid-winter. Robin did not have the disks for the implementation manuals. She will follow-up on this.**

4. **Cluster Contact - Robin raised the question of a coordinator chair. Our reply was that we were the steering committee and that Joan Clarke serves as chair.**

5. **Log of Worksheets - Robin explained the "log of worksheets" and the associated date parameters. Testpac will be a sample of SLCC data. It is a test of indexing. Mark discussed patron data and noted that they want to allow our technical staff sufficient time to prepare our patron data. He will start discussing this soon. MCO prefers "format 3." Robin noted that the circulation parameters are long and time consuming. These will need to be done 45 days prior to circulation training. We need to decide any policies we will have in common. C-10 will need to be a cluster decision as it will simplify ongoing maintenance. We will skip the ILL and site preparation worksheets. The acquisition and serials worksheets are also due 45 days prior to training. These are primarily in-house decisions rather than cluster decisions. Regarding security, only 1 or 2 people per institution should have the authority to change passwords.**

6. **Location Codes - Robin distributed the handout on location codes and described the patterns for both bibliographic and item location codes. The bibliographic level was decided quickly: East Center = ecb; Jefferson = jlb; St. Charles = cmb; St. Louis = lmb, lvb, lpb, lcb. Members should work on the item locations and have them to Robin by the next meeting. Locations codes are important for creating lists and reports; make them hierarchical where appropriate. Do not use w or u in the 3rd positions; use x for reserve and r for reference. We need to complete a table itemizing the old system code, III code, label, and location served. The label is limited to 25 characters. The locations served is per scope.**

7. **Item Types - Robin distributed the handout on ITYPES. The main purpose is to regulate circulation situations. It is also used for statistical purposes for item records. Members need to do a translation table for current loan codes to ITYPES and submit to Robin by the next meeting.**

8. **Bibliographic Record Loading - Robin compiled the information on the implementation questionnaire and**

prepared the handout. She explained the data as if it were a database. She also discussed the "match," "overlay," and "overlay protection." Based on the discussion, she has recommended a loading sequence. Load St. Charles first. Then match Jefferson and East Central. Last, use St. Louis records to overlay with field protection. Members should consider this proposal for our next meeting. Robin also described how the system will work to add a new bibliographic record describing how that record could change as each institution adds its holdings. She discussed procedures for CatExpress and uploading holdings to OCLC.

9. **Other Items** - The cost of the print driver for networked printers will be covered by MCO. MCO will need a static IP for these printers. The MCO is recommending AnzioWin as the telnet client. Robin will add special locations for unscoped, withdrawn, and discarded items.