Archway Public Services Committee
Meeting Minutes
9:00 a.m. December 6, 2002

Present:

June Gill, Sue Morgan, Barbara Pope, Celia Bouchard, Bonnie Sanguinet, Ying Li, Jan Earnest, Genie Klein, Pat Williams, Janice Patton Hovis, Jennifer Dodillet.

1. **Approval of Agenda:**

   Approved with addition of FERPA discussion – added as Item 11.

2. **Corrections to September 13 meeting minutes:**

   On items 7 and 11, duplicate periods were eliminated. On item 14, correct spelling of Meramec. Barbara Pope will send out corrected minutes.

3. **MOBIUS status codes vs. Archway status codes:**

   MCDAC asked us to consider changing our Archway status code translations to be more consistent with the MOBIUS status code translations. We compared our Archway status codes translations with those suggested by MOBIUS. In many cases we are already using the same code translation that MOBIUS uses. In other cases, we felt strongly that our translation was more meaningful to our patrons. We did agree to recommend changing code "u" from UNAVAILABLE to NOT REQUESTABLE to the Archway Steering Committee.

5. **Recall notices** (Bonnie):

   The issue here is that we are getting complaints from staff that the wording is rude on overdue notices. Patrons should get a recall notice first, but sometimes, the recall notice is generated. The scoping doesn't always work correctly and sometimes people don't get the recall notice and therefore receive the overdue recall notice as their first notice. The system is inconsistent. As a solution, Bonnie proposed that a list be forwarded via e-mail to each institution. Print all notices in the system to clear them out – this should clear up the problem for now. Bonnie noted that SLCC has a short turnaround time between the recall notice and the overdue notice. This is mostly an SLCC problem. Any problems at other institutions will be notified. Genie suggested checking the unscoped notices daily. June volunteered to check the queue daily and she will forward to each Circulation Desk. If it becomes onerous this task will be rotated. Pat will clean out the system now.

6. **Buttons – export, etc. :**

   Sue requested that we change the wording on some of the navigation buttons:
   "Export" – change to "Mark Record"
   "Limit this Search" – change to "Limit/Sort"
   "Export Save List" – change to "Print/E-mail/Save"

Another request was to add "Save to Disk as an option when a user clicks on "Export Save List" as Bridges has on their site.
Everyone agreed on these requests. Bonnie will take this item to the Steering Committee at their next meeting in January.

7. **Trouble with cancellation notices for items requested from Archway:**
Sue reported that her campus was having a problem, mostly with popular reading material requested from SLCC. The books requested never come but no cancellation notice is ever sent. The request was "allowed" but not filled. Jennifer suggested the possibility that books are checked out so frequently that requests cross between books being returned and then check out again almost immediately. Sue was not able to replicate the situation for demonstrations purposes.

8. **Advanced Keyword screens -- a few unanticipated changes**:
Jennie mentioned a few issues that had arisen in the overhaul of this page and asked if they were cluster issues or EC issues. The items she mentioned were:
A.) Font Size: Jefferson has a larger font size. It was suggested after looking at the source code for this page that Jennie could ask Hardy to indicate font size in the HTML coding for ECC's page.
B.) Title Search: This page no longer has "Keyword Search" hyperlinked at the bottom of the page.
Bonnie will send this item to the Steering Committee and said this request could be bundled with the request to change the Button text from Item 6 above.

9. **My Millennium:**
The Steering Committee asked Ying and Bonnie to continue testing My Millennium on a port of our Archway Web server. Bonnie & Ying have asked Lynne Edgar of the MCO Help desk to change some of the profiling to reflect the wishes of the Cluster. You may want to log into the test environment to do some searching, save some searches and watch for e-mail notification of new materials. At this point we are using the RDATE in the order record to determine what is considered new material. Any material with an RDATE between 2 and 32 days before today's date will be sent to the owner of the saved search in an e-mail. There was a discussion about what date to use, since only St. Louis and St. Charles are using the acquisitions module. However, CATDATE from the bibliographic record is a very unreliable date to use. St. Louis doesn't even use the CDATE in the order record. Further discussion on which date to use will be needed.

10. **Number of Renewals of Archway loans:**
The issue is continual renewal of St. Charles items by patrons from other Archway institutions. Their limit on renewals is 10, and they use the same loan rule for Archway patrons as their own patrons. MOBIUS has a limit of 2 renewals. The loan rule called from the Rule Selection table determines how many times an item is renewed. The question was raised if there would be any

problems as a result of changing to a cluster rule. SCC and JCC will change to two times, and the committee felt that renewal rules should be consistent across the cluster. This will be added to the agenda for the SLCC Circ Services meeting later today.

11. **FERPA:**
An issue re FERPA from Melissa Belvadi at Maryville was brought forward. During the discussion that followed it was apparent that students on other campuses were using P.O. Box numbers as addresses. The question arose as to where information is kept for use of the opt out option in FERPA in regard to students' library privileges when no street address is provided. Addresses appear in Banner as box office numbers. How can we loan to students when we have no street address? How does FERPA fit into the USA Patriot Act?

12. **Taking a break from this committee**:
Bonnie needs to take a break from this Committee and we need to choose another chair. Sue volunteered but wondered if SLCC needed to be represented. Ying's term ends Spring 2003. She suggested someone from SLCC replace her. Sue was selected to replace Bonnie.

13. **Next meeting:**
(March 21 was scheduled) but that date will be postponed if it becomes unnecessary. Timing vis a vis Spring Break (March 10-17). June will arrange for a meeting place. Celia will provide treats and Genie Klein will be the note taker.

Notes taken, transcribed and corrected by Celia Bouchard
April 22, 2003