Archway Public Services Committee
Minutes
Nov. 17,2000

Attendance: Jennifer Dodillet, co-chair, Pat Williams, co-chair, Theresa Flett, Linda Bigelow, Janice Patton, Jan Earnest, Genie Klein, June Gill, Bonnie Sanguinet, Loretta Ponzar (for Sue Moore), Becky Grady, Kathy Schlump, Carol Warrington

1. Jennifer read the document that defined the goals and scope of the committee.
2. The Committee decided to rotate minute taking in alphabetical order by first name.
3. Archway OPAC issues

- Group discussed the implications using the "start over" button at off-campus locations. When the patron is on campus and uses the "start over" button, it will start a new search at the scope dictated by that College's IP address. If the "start over" button is used from home or an off-campus location, it will go the Archway OPAC menu. If we change this to "n" each scope, i.e. EC, JC, SC, and each SLCC location will have to have its own home page. Arthur's is set at "N" if we want to see an example of how it would work if we changed it.
- Group decided to use "Keyword" throughout the OPAC; some screens currently use "Word." Bonnie will communicate this to MCO. The Committee would like to see the change in place for second semester.
- The Public Services Committee recommends that a hot link be added to take the user back to Archway after a Mobius search.
- The group recommended that the help screens be modified so that at the point where it tells them to do a keyword search if they are unsuccessful that the word "keyword" actually be a hot link.
- SLCC has had a request for a text version of the catalog for people with older machines.

4. Circulation issues.

- Jefferson College is not able to borrow fiction from SLCC. Bonnie determined that she needed to change the Rule Section Table. She will fix.
- There seems to be a problem with Jefferson College's loan rule 68—the cluster loan rule. It is not generating pick slips. Loretta will fix.
- Jennifer told us about the view holds function in the INNREACH software. Reminded us that it was a good place to look if we were trying to troubleshoot paging slip problems.
- Occasionally something borrowed within the cluster will arrive without a band. Circulation units agreed to send each other a few of their bands to put on the books in these instances.
- Group reviewed the discussion from the Steering Committee meeting about balancing the request function. SLCC will test.
- The Committee shared the borrowing data that they sent to the MOBIUS office. It was noted that the web management report included renewals. The character based system does not. Directions from Judy Fox indicate not to include renewals.
- Steering Committee is developing both an LC and a Dewey breakdown of call numbers for the SCAT tables.
- Carol Warrington and Loretta Ponzar were asked to take the need for more bags to the next MOBIUS Access Advisory Committee meeting.
- Library cards will be required for anyone coming to a cluster library as a visiting patron. We need to get our patrons used to carrying them. Current ID situation:
- JC getting picture ID's
- EC have laminated cards (no picture). Faculty/staff not used to carrying them.
- SLCC has picture ID's
- SC has picture ID's

6. Great deal of discussion about the used of Social Security numbers and how to handle the situation when a student does not want us to use it. Jefferson College will send out information about how the system will assign a unique ID.

7. Bibliographic Instruction issues.

- East Central asked about the best way to handle a situation when a faculty member wants to students to request a MOBIUS loan just to have gone through the exercise. Several alternatives were suggested. Such as refocusing them on learning to "View Your Own Records." Teaching the processing of choosing a cluster and a pickup location without actually submitting the request.
- Discussion about when is the best time to teach MOBIUS borrowing.
- "View Your Own Record" definitely needs clearer instructions—give examples. Bold information about needing to put location initials after the Social Security number.
- Bibliographic instruction—it requires more time to teach this OPAC because of the request function, and cluster and MOBIUS issues.
- Do we need something that explains cluster borrowing? Committee agreed to exchange handouts and procedures.

10. Next meeting at Meramec, Jan 19, 2001 in the afternoon following the Steering Committee meeting in the morning.