

Archway Steering Committee Meeting Minutes
St. Louis College of Pharmacy
September 24, 2004

Members Present: Carol Bennett, Linda Bigelow, Jill Nissen, Loretta Ponzar, Bonnie Sanguinet, Fran Stumpf, June Williams, Patricia Williams and Debbie Woolverton.

1. **Call to Order**—The meeting was called to order at 9:05 a.m. by acting chair, Jill Nissen. Around-the-table introductions followed.
2. **Approval of Agenda**—The agenda was approved as presented.
3. **Approval of the Minutes**—Bonnie moved to approve the minutes of the July 16, 2004, Steering Committee meeting. Pat seconded the motion. The minutes were approved.

The Archway Steering Committee Directory was distributed and additions and corrections to the directory were discussed. Fran said that she would compile these changes and redistribute the directory via email.

4. Discussion Items

- **Change in March 11, 2005, meeting date.** The committee agreed to move the March 11, 2005, meeting date to March 4, 2005. The meeting site will remain East Central College.
- **New WebPac buttons.** Fran mentioned that new graphic-image buttons for the WebPac are available with Millennium Silver. Archway is not currently using these buttons in its catalog. The committee looked at other catalogs from other clusters where these new buttons are being used. We agreed to recommend that the Archway Public Services Committee examine this option as a possibility for Archway. Loretta interjected some of the catalog concerns that the Public Services Committee had discussed at its last meeting on September 10. Several of the requests that they had previously asked for had yet to be made. 1) The buttons **Search Tips**, **Start Over** and **Search MOBIUS** are still not appearing correctly in the catalog. Also, **Start Over** should link back to the main search page for the local scope. Instead, it is going to the Archway search page. 2) The **Mark Record** button still needs to be changed to **Save Record**, which the committee felt, was better wording. 3) The words on **all** blue buttons in the catalog need to be in bold. One new change the Public Services Committee is recommending is that the mouse-over on the **Request** button should say, "Request this book" instead of "Type your Soc. Sec. No." A general discussion among the Steering Committee members about cataloging issues followed. Jill said that she would contact MCO about the catalog changes that Public Services had asked for, as well as the new request. Loretta then brought up a concern that Sue Morgan and others on the Public Services Committee had about the MOBIUS request screen. It appears that a request for change that Archway had made which Public Services

thought would appear both in our scope pages and our MOBIUS request pages was changed only on the local request pages. This involved changing the words following **Your Name** from: **For example, type “Jane Smith” and then press the TAB key to For example: Jane Smith** and the words following **Your college ID number plus your college code: EC, JC, SC, COP, ST** from **For example, type “321321...” and then press the TAB key to For example: 123456789XX**. Carol said that the decision to change the wording on the MOBIUS request page would have to be a MOBIUS-wide decision but that she would take this suggestion to the next MCDAC meeting and report back to Archway.

- **Holdings display in OPAC.** Carol relayed a concern from Sheila Oulette about the way in which serial holdings are displayed in the Archway catalog. Sheila feels that there should be a line between the last “Library has” statement and the rest of the bib record. After examining the display, the members of the Steering Committee agreed. Jill will contact MCO about getting this change implemented.
- **Streamlined checkout.** Bonnie reported a problem that had surfaced at SLCC involving Streamlined Checkout. When Streamlined Checkout is turned on, a book that is currently checked out to someone else but on the shelves can be checked out without an informational pop-up appearing. Also, she stated that a patron had returned a billed item from Meramec to Flo Valley and the book checked in as normal. Ideally, a pop-up would have appeared telling staff that this was a billed item. If Streamlined Checkout At Wrong Location is set to “yes”, the item is checked in and set to “In Transit” automatically. This does not happen when it is a library’s own billed item. Also, the system does not require authorization to check in billed items when this option is set to “Yes”, regardless of the setting of the Check-in: Authorization To Check in Billed Items option. Streamlined Checkout was a Release 2001 enhancement, and Bonnie felt that it might be time to reexamine the implications of this option. After discussion, the Steering Committee agreed to send this issue to the Archway Public Services Committee for review. Bonnie said that she would work with them on it.
- **Separation of Last Check-in Date and Last Patron Record Number.** Bonnie explained to the committee that these two features are now separated in Silver. This separation makes it currently impossible to use the Time to Reshelve table. If we decide to turn on Last Check-in Date, the Time to Reshelve functionality will work again. The members discussed the implications for having Last Check-in Date and Last Patron Record Number turned on. After the discussion, the committee agreed to turn on Last Check-in Date, which would make the Time to Reshelve Table work again, but not Last Patron Record Number for privacy reasons. Jill will inform MCO of this decision.

5. Committee Reports.

- **Public Services.** Loretta had been asked to give the Public Services Committee report since none of the members of that committee had been able to attend the Steering Committee Meeting. She said that the major Public Services concerns had been expressed during the earlier discussion of catalog-display issues. At its September 10 meeting, the committee had also said that they would like to have

the **Search Britannica** button taken off the My Millennium screen. (Several members of the Steering Committee said they thought this had already been requested. Jill said she would contact MCO and check on this.) Public Services said that they would welcome more training in using My Millennium. Two issues that Public Services had wanted to see brought forward for the MOBIUS Strategic Planning Document were: What should MOBIUS do next in your area? 1) Continue to work on using the power of the consortium in the purchasing of electronic resources, and 2) Work on clear communication of policies and procedures among member libraries. The next meeting of the Public Services Committee will be December 3, 2004, at Meramec.

- **ArchTech.** ArchTech had not met since the last Steering Committee Meeting and had no report at this time.
- **MAAC (MOBIUS Access Advisory Committee.)** Loretta said that the next MAAC meeting would be October 19, 2004. She had asked for input from Archway concerning access issues for the MOBIUS Strategic Planning Document. Elise Fisher, chair of MAAC, had not made the MAAC contribution to that document available yet, but Loretta said she would email the Steering Committee with the summary of Archway concerns that she had sent to Elise and the full MAAC document when it became available.
- **MCAG (MOBIUS Coordinators Advisory Committee.)** Carol gave the MCAG report from Cathye's distributed handout. 1) MCAG has recommended to MOBIUS that they reinstate the TOC service. 2) MCAG has inquired about regional holds. Gary Harris supplied them with some information and will arrange a demonstration if possible. 3) MCAG has been working on a new draft for its committee. 4) The members are interested in conducting a survey to see what products and software the libraries have purchased outside of the consortium. 5) MCAG worked on the strategic planning questions and submitted a report to Shirley Baker prior to the retreat. The report was included in the handout.
- **MCDAC (MOBIUS Catalog Design Advisory Committee.)** Carol distributed to the group MCDAC's answers to the Strategic Planning Committee questions. A brief discussion of MCDAC's concerns followed.
- **MCMAC (MOBIUS Collection Management Advisory Committee.)** Jill summarized Stephanie's report, which had also been submitted as a handout to the group. MCMAC is looking forward to examining two issues in particular at its next meeting—shared off-site storage and a statewide collection survey.
- **MERAC (MOBIUS Electronic Resources Advisory Committee.)** MERAC has not met since the last Archway Steering Committee meeting and had no report at this time.
- **MOBIUS Executive Committee**—Linda mentioned that the next meeting of the Executive Committee would be December 3. She also spoke of the Strategic Planning Committee retreat, which would be held on Wednesday and Thursday, September 29 and 30. Shirley Baker and Laura Rein are co-chairs of this committee. Linda mentioned that the MOBIUS Council had met the previous week. The members broke into table groups to discuss the strategic planning questions. The Executive Committee has charged the Strategic Planning

Committee with producing a one-pager with major planning decisions and where on the organizational chart these decisions should be placed in order to be accomplished.

6. Open logs.

The group spent some time discussing open logs in general. Jill then reported that STLCOP had been able to print notices for the first time in Silver and her log concerning this problem was now closed. Fran reported on a problem with Millennium that when the control/bracket keystroke occurred, the screen went blank. This was a known issue that was supposed to be corrected with the Silver update, but is now appearing for Fran for the first time *in* Silver. Carol is experiencing import problems with Silver. Although she did not have an open log on this issue, Bonnie reported that Millennium seemed very slow lately and wondered if anyone else was experiencing this problem.

7. Around the Table.

8. Next Meeting. Archway's next meeting is scheduled for November 19 at St. Louis Community College at Forest Park.

9. Adjournment.

Recorder: Loretta Ponzar