

Archway Public Services Committee Minutes

February 6, 2004

Attendance: Ann Coggins, Ann Riley (for June Gill), Barbara Pope, Becky Helbling, Celia Bouchard, Genie Klein, co-chair, Janice Hovis, Sue Morgan, co-chair, Ying Li

Guest: Bonnie Sanguinet, Sheila Ouellette

1. Approval of Agenda

The Agenda was approved with the addition of two items

Time out OPAC searching – Ying

Holds management -- Genie

2. Approval of minutes of October 10, 2003 meeting

Sue will send out an email asking for any corrections and additions.

3. Changes in committee membership

June Gill is on extended medical leave. Christopher White will substitute for her on the committee as Meramec's representative until she returns. Ann Riley is sitting in today for him. Ann Coggins from Forest Park Library is our new member. Genie Klein now represents Florissant Valley.

4. Mobius and Cluster Bills

Genie reported that the MOBIUS Executive Committee approved the revised Lost Book Policy in December 2003; there are no significant changes. Libraries are encouraged to resolve billed items at the lowest possible level as soon as practical, but not later than one year from the billing date. The borrowing library may contact the lending library to negotiate for a replacement or a lower lost book fee.

Genie also explained the INNREACH OVERDUE REPORT BY ITEM LOCATON. This report should be run once a month (automatically posted on the 15th of the month). It will generate a list of items that are 45 days overdue. Genie shared the January 15th report copies with other members, and she is sending letters to borrowing libraries. We are very interested in the cover letter/invoice; Genie will email our list with the letter/invoice samples.

5. Phase III features and settings

Bonnie explained some of the Phase III features and settings.

- Millennium Control Bar – available from the very top of the tool bar, you can access Serials, Circulation, Acquisitions, Cataloging, ILL, Reports, CSDirect, and telnet to Anzio Lite.

- Record in Use - with the proper authorization, Millennium users will be able to use the record that is in use by the system, or free the record in use in Millennium under **Admin**.
- Circulation Parameter – also under **Admin** in Millennium, choosing the **Circulation Parameter** drop down menu, users will be able to view library hours, days closed, loan rules etc...
- Statistics – Bonnie created a Millennium Statistic Training Manual for SLCC and she is willing to share the manual with other Archway libraries.
- Create Lists – users will need to ask MCO to do the set up in order to limit searches to a specific scope.
- Login Manager – there are new tab settings. Users have the ability to customize manager controlled options. Changes need to be made for each login.
- Fifteen lines of text are now allowed for the text of circulation notices
- My Millennium – Bonnie hasn't had much time to investigate it, but several options are available now. Libraries will be able to limit My Millennium to patron type; staff sessions can be set to ignore time out. My Millennium can save keyword searches for users in addition to saving LC subject searches
- Course reserves – users will be able to sort the item list by call#, author, title.
- Sorting options – available for keyword search results, nice feature to have.
- Hyperlinks – OPAC display for government documents and music #, Bonnie would like feedbacks, especially from Jefferson College.

6. Eliminating Hypertext Link for Call numbers

In the Bridges catalog, when users click on the hypertext call #, the display screen shows big red/bold note at the top of the list: **Nearby LC CALL NOS are:** The display page defaults to extended display with call # and titles. We all liked the title display option. We would like the call # search default to the extended title display. Some committee members still like the idea of eliminating hypertext links for call numbers. We will discuss this via email and a decision will need to be made by 3/5/04.

7. Report from MOBIUS Council Meeting (January 30, 2004)

- Grants are available for training for retrospective conversion of special collections.
- The Fifth Annual Mobius Users Conference will be held Thursday, June 3, at Lake of the Ozarks in Missouri. The conference planning committee is seeking proposals for presentations, panels, roundtables, and poster sessions. Ann will be presenting a workshop on Marketing @ Your Library Campaign at the post-conference workshop.

8. Extending time for OPAC Search Time Out

Ying brought up this. We discussed and agreed the Time Out will be extended to 15 minutes total.

9. Holds Management

Genie shared this information with us. We need to remember to check outstanding holds. Go to **Millennium Circulation**, click on **View Holds** from left hand tool bar, limit location to local. Millennium will display a list of outstanding holds. The records that have **Available Hold Status** will need to be fetched and sent.

10. SUBMIT Button on request page

We compared the Bridges and Archway request screens. The Bridges request screen doesn't have the spaces between each entry; their users can see everything on their screens. We would like to ask MCO to condense Archway request page (take out spaces between lines). By doing that, users with different resolution screens don't have to scroll down to look for the SUBMIT button.

12. Announcements

- Sue mentioned that registration for the copyright workshop at MU Columbia may be limited.
- Celia is involved in planning MLA Conference Oct. 27 –29 St. Louis MO. She shared planning/volunteering information with us.

13. Next Meeting Date

The next meeting date will be April 30 at 9:00 a.m. at the Meramec campus.

revised: YLI 2/20/04