

Minutes  
Archway Public Services Committee  
March 2, 2007  
Meramec Campus

1. Call to order

Roger began the meeting with a brief explanation that he is now sole chair of the committee since Kathy stepped down as co-chair. This led to a brief discussion about the lack of documentation on the various aspects of the committee including charge, makeup of membership, and term and duties of chair and meeting recorder. It was decided to add this issue to the agenda.

2. Additions to the agenda

Create committee documentation – added as agenda item 6

3. WebPac Pro

- The committee looked at several examples of WebPac Pro catalogs.
- Celia voiced concern about switching to WebPac Pro in the middle of the semester; instruction up to this point has been in using the current catalog and students might be confused with the abrupt change.
- Kathy reported that the Steering Committee was aware of this issue but felt that the advantages of WebPac Pro outweighed the disadvantages of a mid-semester switch over.
- The committee discussed several of the upcoming changes to the catalog including SpellCheck, RightResults and Limit to Available Items.
- Becky recommended that we meet again after WebPac Pro implementation to review the changes and discuss any need for customization.

4. Cover Art –

- The Steering Committee asked Public Services to discuss including Cover Art in the Archway Catalog.
- We looked at Amazon's free Cover Art product but decided that the link to Amazon's commercial site from the catalog would be confusing for the students.
- Roger handed out the list of products from Syndetic Solutions and the committee was very interested in some of the products. Below

is a prioritized list that will be presented to the Steering Committee with the recommendation to move forward on this.

1. Cover Art
2. Fiction & Biography Profile – Fiction 1<sup>st</sup> choice, Biography 2<sup>nd</sup> choice
3. Awards
4. Author Notes
5. Publishers Weekly Reviews
6. Others – Series, Video & Music Cover Images & Annotations & Profiles, Similar Titles

5. Graphic icons in III

- Carol Bennett asked the committee to again look at including Graphic Icons in the Archway catalog. She feels these would be helpful for our students.
- After seeing that most of the committee's past concerns have been resolved through various catalog upgrades, the committee decided to take the discussion back to the libraries and make a decision at our next meeting.

6. Create committee documentation

The committee agreed that some kind of documentation that outlines information about the Public Services Committee needed to be written. Over the years, committee membership changes, and a written document will make it easier for new members to know what is expected of them.

Kathy volunteered to put together a draft of the document from the suggestions voiced at the meeting. (See Attached)

7. Meeting adjourned with next meeting tentatively scheduled for May 4, 2007.

## **ARCHWAY PUBLIC SERVICES COMMITTEE**

### **CHARGE:**

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The committee will meet at least once a year and other times as needed.

### **MEMBERS:**

Members are selected by the managers or directors of the Archway libraries.

### **CO-CHAIRS:**

The co-chairs are selected on a rotating basis by library with a member from SLCC serving every other rotation. The rotation terms begin in July of the year. The chairs will serve for two years with a new co-chair being recommended every year.

Duties include but are not limited to:

- Set and distribute meeting agenda,
- Schedule and conduct meetings,
- Facilitate discussion and communication among members,
- Communicate with Archway Steering Committee
- Make sure at least one member of the Public Service Committee attends Steering Committee meetings. (Usually the Public Services Committee member from the host library will attend).
- Keep the MCO Website updated in regard to current committee membership and scheduled meetings,
- Finalize and post committee minutes to the MCO website.

### **RECORDER:**

The recorder for the committee is selected on a rotating basis by library with a member from SLCC serving every other rotation. The recorder will serve for 1 year.

The recorder will send the minutes to the list for corrections and additions. Once corrections have been made, the chair will declare the minutes approved as written and post them to the MCO website.

**From Archway Cluster Minutes**

August 11, 2000

**Role of Archway Committees**

Discussion followed on the role of the Archway Steering Committee, ArchTech Committee and Public Services Committee. It was agreed that the ArchTech and Public Services Committees should meet in advance of the Steering Committee meeting so that any questions or policies that needed to be brought to the attention of the Steering Committee could be done so in a timely manner. Minutes are to be kept and shared with the Steering Committee. ArchTech and Public Services committees will have co-chairs and will determine their own meeting times and agendas, with agenda items also proposed by the Steering Committee.