

**Archway Public Services Committee
Meeting Minutes
APRIL 30, 2004**

Attendance: Becky Helbling, Barbara Pope, Sue Morgan, Janice Hovis, Celia Bouchard, Christopher White, Genie Klein, Ying Li, Jennifer Dodillet

1. Approval of agenda
The agenda was approved with the agreement that additional items could be discussed under "other."
2. Approval of minutes
Janice made a motion to approve the minutes from October 10, 2003 and February 6, 2004
3. Proposed and possible changes in OPAC display:

Genie introduced a discussion about adding a **Search MOBIUS** button on the no results page after a keyword search in Archway. The Lance OPAC has this feature. An advantage to this feature is that the user can easily repeat the search in MOBIUS without retyping it. A disadvantage is if a user is searching incorrectly, the same incorrect search will be repeated in MOBIUS. After some discussion, the group decided to propose to the Archway Steering Committee to have the following hyperlinked search buttons added to the keyword page when no results are found:

Search Tips

Start Over

Search MOBIUS

The buttons will link to the following pages:

Search Tips will link to the tips included at the bottom of the keyword search page.

Start Over will link back to the main search page.

Search MOBIUS will repeat the search in the MOBIUS catalog.

Several other OPAC changes were also discussed. The group will also recommend the following OPAC changes to the Archway Steering Committee:

Change the **Mark Record** button to display as **Save Record** (better terminology)

On the keyword search page, change the wording **Options** to **Limiters** (to be consistent with other database terminology)

On the patroninfo page, make the following changes:

- Add **College Codes** at the top of the blue box.
- Change the wording **Your Social Security Number or equivalent plus your College Code** to **College ID no. plus college code** (Most of the Archway institutions are switching from using social security numbers to using college ID numbers)
- Change **For example, type "Jane Smith"** to **For example: Jane Smith** (the word **type** is unnecessary and the quotation marks are confusing to some students)
- Change **For example: "123456789XX"** to **For example: 123456789XX**

4. Update on submitted changes to MCO:

Sue reported that the following changes have been made:

- The Archway timeout has been changed to 15 minutes
- The white space on the request screen has been removed to move the submit button higher on the screen

Sue reported that changing "Nearby call numbers are" to a big, bold red font is problematic. To do so MCO would have to remove the current Archway stylesheet and use the default Ill stylesheet. The group has decided to table the discussion for now.

5. Problems with holds/pages within Archway:

Sue brought some examples of holds that appear to go through but do not generate holds or paging slips. None of the other institutions are having this problem. Some solutions are to check the hold shelf daily (by choosing "view holds" in Millennium Circulation) and/or check the loan tables to make sure they are set up correctly.

6. Other

Call Number search pages in OPAC:

- A discussion was brought up regarding the wording on the unscoped Archway Call Number and Other Number Searches page (<http://archway.missouri.edu/search~S0/n>)

To more clearly differentiate the Library of Congress and Dewey call numbers, it was suggested to include **LC** in front of the **call number** hyperlink. This suggestion will be submitted to the Archway Steering Committee.

- St. Louis Community College would like the Dewey call number browse lists to default to expanded display (The LC call number browse lists already default to expanded display). This suggestion will also be submitted to the Archway Steering Committee.

Overdue notices and bills: Genie reminded everyone to send overdue notices and bills belonging to other Archway institutions to them through the Lanter delivery system.

7. Next meeting
September 10th, 2004 9:00 a.m. Meramec

JLD 5/17/04