

**ARCHWAY STEERING COMMITTEE  
MEETING MINUTES  
ST. LOUIS COLLEGE OF PHARMACY  
JANUARY 20, 2006**

**Attendees:** Carol Bennett, Linda Bigelow, Cathye Dierberg, Jennifer Dodillet, Genie Klein, Jill Nissen, Sheila Ouellette, Loretta Ponzar, Jean Rose, Bonnie Sanguinet, Stephanie Tolson, Teri-Ann Wallace, Patricia Williams, Debbie Woolverton, and Kirsten Young-Abotsi.

Agenda was approved with the following additions/changes: SLCC new barcodes – Kirsten and Rapid Update Order Records – Sheila.

Minutes of the November 11, 2005 – Accepted as revised.

**DISCUSSION ITEMS:**

**Release 2005 Cluster Decisions**

Jean led the discussion regarding the Release 2005 Cluster Decisions listed on a handout that was distributed at the meeting. Here are the committee's decisions:

1. Loan Rule Protection – “It is possible to protect entries in the loan rule, days closed, hours open, text of circulation notices, and loan rule determiner tables by only allowing changes to be made based on the location served entry of the user's login.” – Cluster voted “Yes” to implement this change.
2. Phone Number Length Verification – “It is possible for the library to require that a specified number of digits of a telephone number are entered in the patron's record.” – Cluster voted “No” to implementing this change.
3. Placing Holds – “When placing holds in the Search/Holds mode of Millennium Circulation, the name and/or record number of the patron for whom the holds are being placed appears on the screen.” – Cluster voted “Yes” to include both patron name and record number.
4. Manual Item Sort – “It is possible to manually sort items on a course. Millennium Circulation maintains the current alphabetical sort unless specifically changed for a course. Items may be moved in the list. The sort automatically preserved.” – Cluster voted “Yes” to implement this change.
5. Reserve Format Option – “The Format column in the public display in the Web OPAC is optional. The Format column is used only for E-Reserves.” – The Cluster voted “No”.
6. Checkin Box Status Display – “It is possible to re-label the checkin box status values, for example, changing “ARRIVED” to “ON SHELF”. Adding local labels does not change codes, subcodes, or system labels. These cannot be changed or deleted.” – The Cluster voted “Yes”.

### **Status of SCAT Additions**

Jean reported that the SCAT table revision is done. It can be viewed in Millennium Reports.

### **Headings Report: Blind References Include Subdivisions**

Carol reported that the new release allows clusters to choose not to receive headings with subdivisions on the "Blind Heading" report. This is welcome news to catalogers as it will save a lot of time in looking at authority records that we want to keep. This change has been made to Archway.

### **Protection of Fields in Authority Records**

Carol reported that Archway has the ability to request a change to the authority load table so that we will be able to retain local changes such as additional cross references and notes to authority records when records are overlaid by the authority vendor. Carol is working with Jim Dutton at MCO on exactly what Archway needs to do and will have the changes made. Carol will be sending out an email detailing the changes so that those working with authority records can recognize and/or use them.

### **Holds Options C846552a**

Kirsten led the discussion on Holds Option C846552a. Since it does not appear that this option will not solve the problem identified by Genie Klein, the cluster decided to close the call with MCO.

### **Table of Contents**

Cathye reported that the purchase order for the Table of Contents has been issued. The TOC profile is being reviewed. Carol has done the create list for the TOC.

### **SLCC New Barcodes**

Kirsten reported that SLCC's conversion to their new barcodes will take place on February 4<sup>th</sup>. The barcodes have been generated and tested. The barcode will begin with an "A", followed by eight digits and an "ST". Both the old and new barcodes will work for one semester.

### **Redesign of Archway Screen**

Genie requested permission for the Public Services Committee to look at redesigning the Archway Web OPAC screen. The Public Services Committee is looking at possibly emulating some of the features, such as the tabs, from the MERLIN catalog. The Steering Committee gave the Public Services Committee permission to look at redesigning the screen.

### **Rapid Update Order Records**

Sheila reported that when SLCC moved from doing Acquisitions in telnet to Millennium Acquisitions SLCC lost the ability to rapid update the vendor in their order records. In order to regain the ability to rapid update the vendor, the automatic vendor discount function must be turned off. SCC uses the automatic vendor discount. Sheila and Jean will work together to resolve this issue.

## **COMMITTEE REPORTS**

### **Training Task Force**

Bonnie reported that the Task Force is formulating a survey of all potential trainees. In preparation for this survey, Mark Wahrenbrock is collecting names and e-mail addresses of potential trainees. The survey will include questions on what kind of training the participants have had and where this training was done. The survey will be out soon. It still needs some refining.

### **Public Services**

Genie reported that the Public Services Committee met on December 2<sup>nd</sup>. The Committee discussed the catalog redesign issue, the need for a PIN, and a holdshelf issue. Roger Thomas will replace Genie Klein as co-chair of the Public Services Committee.

### **ArchTech**

Carol stated that ArchTech has not met. The catalogers are all working on deleting some old records that have no attached items. The Authority Training that Technical Services people attended with Bridges was very informative. We learned of some new options and discussed procedures with Jim Dutton and the Bridges members.

### **MAAC**

Bonnie reported that the next MAAC meeting is February 7<sup>th</sup> in Columbia. MAAC will discuss enhancements in April.

### **MCAG**

Kirsten stated that MCAG has not met. The next meeting is March 7<sup>th</sup>.

### **MCDAC**

Carol reported that MCDAC has not met. The next meeting is March 10<sup>th</sup>. Since the last MCDAC meeting, Gary Harris sent out information concerning the change to the MOBIUS catalog showing the "ID formats" button that was added in December.

### **MCMAC**

Stephanie handed out minutes to the September 8, 2005 MCMAC meeting. Stephanie also reported that the RFP for a statewide Smart Buying program has not yet hit the streets. It is still in the Procurement Office.

### **MERAC**

Jill stated that MERAC will meet via videoconference at Forest Park on January 25<sup>th</sup>.

### **MOBIUS EXECUTIVE COMMITTEE**

Linda reported that the Committee met on January 13, 2006. The Committee agreed to replace those servers that did not pass the test for capacity to support Release 2006, taking funds from the planned surplus. The Committee also discussed the duties of the MOBIUS Executive Director, discussed the changes in the environment since the original MOBIUS Executive Director job description was written, and prepared a rough draft of

items to be included in the revised job description. Bob Frizzell, Executive Committee Chair, agreed to edit the document and send it out to EC members for review and comments. Shirley Baker agreed to chair the search committee for the new MOBIUS Executive Director.

### **TASK FORCE ON GOVERNMENT AND GROWTH MANAGEMENT**

Cathye reported that the Task Force will meet on January 26, 2006. The Task Force is discussing the involvement /role of CBHE. MOBIUS is now sponsored by the University of Missouri rather than CBHE. The Task Force is also discussing Cooperating Partners. The Memorandum of Understanding needs some revision . Cathye also gave the Committee a preview of the information regarding Cooperating Partners that she will present at the January 27<sup>th</sup> MOBIUS Council meeting. Cathye will share the results of a survey the Task Force did to identify potential partners.

### **OPEN LOGS**

Hold Cancellation/Paging Notice – Jill reported that this notice is now in place.  
Millennium Acquisitions – Sheila and St. Charles will work together to resolve the rapid update/ vendor code problem.  
Connexion/Millennium Problem – Debbie reports a recent problem with the Connexion Client and Millennium. Debbie is experiencing multiple bibs.

### **AROUND THE TABLE**

Linda announced that Stephanie has been elected to the Executive Committee for NILRC. Linda is working on a slate of candidates for the MOBIUS Executive Committee. There are openings for Chair Elect, Secretary, Two-Year Rep., and Independent Rep.  
Pat reported that her campus is working on becoming wireless.  
Jean reported that St. Charles is exploring new ways to print spine labels.  
Sheila reported that ArticleLinker was implemented over the break.  
Jill reported that her library's compact shelving was rebuilt by Peterson.  
Stephanie reported on the "Bring in an Expert" grant that St. Charles received from the State Library.  
Bonnie reported that her library is getting new tables and chairs on the first floor early in February. The library will get new lighting in May.  
Loretta reported that Jefferson College has a new 3M Security System.  
Cathye reported that the Community College is going for a tax increase on the April ballot.  
Jean, Loretta, Kirsten, and Bonnie are planning to attend IUG in May.