Archway Cluster Minutes

July 14, 2000

St. Louis Community College - Meramec

Attending: Anne Riley, Fran Stumpf, Linda Bigelow, Carol Warrington, Stephanie Tolson, Bonnie Sanguinet, Kathy Schlump

Guests: Carol Bennett, Shirley Ouellette, Jan Earnest, Jennie Dodillet

In the absence of the other directors, Linda Bigelow chaired the meeting.

New Chair

Joan Clarke completed her year as chair of the Archway steering committee on June 30, 2000. The new chair of the steering committee must be one of the four library directors. Becky Grady, ECC Library, volunteered to be the chair for the coming year, through June 30, 2001.

Minutes

With noted revisions , the minutes of the June 16th meeting were approved.

Advisory Committee Reports

Access Advisory Committee – Carol Warrington announced that the committee will meet July 24th.

Catalog Design Committee - Carol Bennett handed out the draft of the Mobius subject cataloging policy. Work is progressing on a draft policy on authority maintenance.   Carol is looking for input on the issue of quality standards – how does a person know good cataloging without experience? – before the next meeting on Sept. 8th.

Stephanie Tolson suggested that if the Archway representative or alternate to a state-wide committee cannot attend, the representative must make arrangements for someone else from the cluster to attend. (Proxies needed?)

Current Committee Representatives and Alternates

Mobius Committee	Archway Representative	Archway Alternate
Cataloging	Carol Bennett – SLIR	Fran Stumpf – SCCCC
Access	Loretta Ponzar – JC	Carol Warrington - SLM
Electronic resources	Kathy Schlump - ECC	Stephanie Tolson - SLFV

Tech Services WorkGroup Report

- Carol Bennett, committee chair, announced a new name for the Tech Services Work Group – ArchTech.   Carol distributed minutes of the June 29, 2000 meeting and an update report. The dup record work is progressing. Carol remarked that this is a large project and that it might have an impact on the date when Archway joins INNReach.
- Bonnie Sanguinet noted that the loading of records into INNReach will use a different algorithm than the one used to load Archway. A match is needed on the OCLC number and an ISN – either ISSN or ISBN. She talked with Robin who feels Archway can become part of Mobius through INNReach even though we have not

finished de-duping our records.

- INNReach Date – still Sept 27th

A few reminders from the cataloging committee:

- when a last bib record is withdrawn, it must be unscoped, suppressed and the status changed
- when creating on-the-fly bib records - either apply appropriate indicator or leave off article

Carol Warrington noted that St. Louis College of Pharmacy will probably join our cluster sometime in the future.

Reserve Standards

- Pat Williams distributed via e-mail the revised Reserve Standards. It was decided that the libraries do not need to use every field if not pertinent, but if information is entered, the standards must be followed.
- With a motion and second by Stephanie/Fran the cluster accepted the course reserve standards.

Archway Homepage / Archway Search

Following a lengthy discussion we decided to use Jennie's Archway search screen mockup as a starting point. She will incorporate the suggested changes and post some examples for others to comment on. Some of the suggested changes and/or additions include:

- add horizontal rule
- use a consistent, readable font - (maybe Ariel)
- change *Additional Options* to *Other Searches*
- add a statement under a smaller Archway logo

"includes the collections of the following Eastern Missouri community colleges: East Central, Jefferson College, St. Charles County Community College, and St. Louis Community College"

- Use *View your own record*

Add links:

- Link to Library Info
- Link to Mobius Catalog
- Return to Archway Homepage

Other thoughts/comments

- do we want to try to follow consortium standard look?
- do we want standard look within the cluster?
- do we want an explanation on homepage?
- different looks from remote sites?
- make changes to search screen/web pages only at the end of semesters
- hope to have finalized page by July 28th

In response to an email from Robin, the cluster agreed that the following information should be posted on the Mobius web site:

- Archway cluster minutes
- Archway committee minutes
- Library contacts including committee members, site coordinators, etc.
- Archway standards as they emerge and are finalized

Each institution will send contact information to Bonnie and she will forward it to Robin.

Bib Level Hold

Bonnie had a question about Bib Level Holds.

- Does the cluster want to be consistent in choosing yes for the login manager option to allow title level holds?
- We will monitor the situation for a semester to see if it does what we think it should.
- Bonnie will e-mail Robin.

Other Issues

- Should we be concerned with staggering the times for printing overdue and other notices? If a problem arises, we can revisit this issue.
- Each institution should delete its default items.
- A conference call will take place July 27th at 12:45 pm, after SLCC discusses loc scope. One representative from each institution should be available for the call.

Next Meeting

The next meeting will take place Aug. 11th at ECC at 9:00 am followed by an ArchTech meeting that afternoon.