Archway Public Services Committee
Meeting Minutes
December 2, 2005

Present:  Donna Fitzwater (SLCC-M), Becky Helbling (SLCC-M), Janice Hovis (SLCC-FV), Genie Klein (SLCC-FV), Roger Thomas (SLCC-FP), Patricia Forester (SLCC-FP), Ying Li (SCC), Sue Morgan (Jefferson College), Teri-Ann Wallace (STLCOP)

1.  New members, Teri-Ann Wallace from STLCOP, Patricia Forester from SLCC-FP, and Donna Fitzwater from SLCC-M, were welcomed to the committee.

2.  The agenda was approved with additions.

3.  The minutes of the February 25, 2005 meeting were approved.  Ying Li will post the approved minutes to the MCO web site.

4.  Streamline Check-in has been turned off since the recommendation we made at the last meeting.  The committee agreed that we would like it to remain turned off.

5.  The committee briefly discussed Archway book band color.  Although this issue has been raised at previous meetings, it has been noticed that some schools are using other color book bands for Archway books.  This has led to some confusion.   It was agreed that all members should use yellow book bands for Archway books.

6.  The committee looked at the new catalog design for Merlin.  See: http://laurel.lso.missouri.edu/search~S1.  We agreed that we liked many of the new features, including the tabs at the top of the screen, the catalog buttons and the help information. Committee members will share this redesign with those they represent.  Members should report back to this committee via email about whether individual colleges/campuses are interested in bringing forward a recommendation for a similar redesign of the Archway catalog.  If we reach consensus, Genie Klein will make a recommendation to the Archway Steering Committee.

7.  The committee discussed the need for a pin in requesting a book through the Archway catalog.  It was noted that no pin is needed when making a request through MOBIUS.  Because students often need assistance in using, creating, or clearing a forgotten pin, it was hoped that we could eliminate the need for a pin when making a request through Archway.  Several committee members pointed out that this recommendation had been turned down before.  The problem lies in the connection between needing a pin to view a user's record and needing a pin to make a request. It was thought that perhaps since many of the schools are moving away from using the SSN as an identifying number and that there have been some updates to the III software, that it might be worthwhile addressing this issue again.  Genie Klein will bring forward this suggestion to the Archway Steering Committee.

8.  The committee discussed the hold shelf issue (automatic status holdshelf or multiple location holdshelf).  Originally, the committee thought that the clearing of the holdshelf might be improved through switching to "multiple location holdshelf."  However, after further research, it has been determined that the setting should remain as "automatic status holdshelf."

Genie Klein pointed out that it is very important to clear your holdshelf each week.  Also, it is important to View Holdshelf before using the Clear Holdshelf function.  This will prevent items that are not physically on the holdshelf from being cleared and set to "in transit."

9.  The committee discussed printing at each of the member institutions.  The following was discovered:

SCC does not charge for printing
Jefferson College does not charge for printing
STLCOP gives students credit for a certain number of prints and once that number has been reached, charges for printing
SLCC charges for printing

After further discussion we determined that there are pros and cons to each of these systems.

10.  STLCOP had a question about the possibility of turning off the "Check-in or Set in transit/Check-in" pop-up box.  This pop-up is a function of having turned off the Streamline Check-in.  Since the group decided it was better to have Streamline Check-in turned off, we can't turn off this particular pop-up box.

11.  Genie Klein and Roger Thomas brought up the topic of INN-REACH reports.  They should be checked each month.  At present these reports are cumbersome to investigate.  They could be improved by including the name of the particular school, instead of only the cluster, to which a patron belongs.

12.  Janice Hovis brought to our attention a glitch in the catalog.  The Search MOBIUS button that appears on the Keyword search screen is not working correctly.  Janice will bring this to the attention of Kirsten Young at SLCC.  Kirsten can then bring the problem to someone at MCO.

13.  Genie Klein has completed her term as co-chair of the Archway Public Services Committee.  The committee commended her on her excellent work in this capacity.  Roger Thomas was nominated and elected to replace Genie as co-chair.

Next meeting for Archway Public Services will be February 3, 2005, 9 am – noon, at Meramec.

Respectfully Submitted,

Becky Helbling