

MEETING MINUTES
Archway Public Services Committee
February 25, 2005

Attending: Barbara Pope (STLCOP and recorder), Genie Klein (SLCC-FV), Janice Hovis (SLCC-FV), Kathy Schlump (ECC), Roger Thomas (SLCC-FP), Sue Morgan (Jefferson College), Susan Mueller (SLCC-M), and Ying Li (SCC).

1. Additions to Agenda.

The agenda was approved with the following additions:

- Representation of Public Services at Steering Committee Meetings
- Lending Juvenile Materials to Archway patrons and handling overdues on those materials
- Archway requests turning into MOBIUS requests and the implications

2. Approval of December 4, 2004 minutes.

The minutes were approved with mention of a few changes. Kathy Schlump said that those items had already been pointed out at the Steering Committee meeting and changes had been made.

3. Archway requests turning into MOBIUS requests

Committee member Kathy Schlump wanted to know what the implications are for a patron requesting an item available in the Archway cluster via MOBIUS. Roger Thomas said that he always puts cluster bands on such items that are requested from his library. The rest of the committee agreed with Roger and Kathy said she would follow suit with the rest of the cluster.

4. Streamline Check-In On/Off

The committee had previously agreed to turning off Streamline Check-In temporarily due to it causing problems. The matter was discussed again and the committee agreed that very few or no problems or differences had been noticed since turning it off. The committee agreed to recommend to the Archway Steering Committee that Streamline Check-In be turned off permanently.

5. Steering Committee Representation

The committee agreed that after holding a Public Services Committee meeting, the person recording the minutes would compile the minutes and submit them to committee members. After additions and corrections are made, a copy of the minutes would be emailed to Stephanie Tolson, Chair of the Archway Steering Committee.

In addition, the committee members discussed the Public Services Committee representation at the Steering Committee meetings. The committee agreed that the representative for the location where the meeting is held would attend the Steering Committee Meetings.

6. PUA Books arriving without salmon bands, usually green ones

Items (which are Pick-Up Anywhere requests) have been sometimes arriving at their destinations with green book bands instead of salmon, as previously agreed upon. The committee agreed that there isn't much that we can do except to forward concerns to the Archway Steering Committee. Roger said that when this happens at Forest Park, he usually changes the green book bands to salmon to avoid confusion in circulating the item to the patron.

7. Graphic Materials type buttons

The graphic materials type buttons is an issue that the committee has previously discussed and we agreed to discuss with the reference staff at our institutions before making a decision. The committee members agreed that the graphic buttons for books are very clear and easy to understand. However, the graphic buttons for audiovisual materials are misleading and difficult to understand. Further, the pages take a longer time to load. After discussion, we voted not to use the graphic buttons. The recommendation will be taken to the Steering Committee.

8. Lending juvenile materials to Archway patrons.

The committee has some concerns about lending juvenile materials to Archway patrons. Archway patrons have the ability to request juvenile materials, but when the materials arrive at their destination, the patron is not able to check the materials out. Some committee members were able to check out such materials patrons using an override, but the due date for the materials was only 1 day after checkout, resulting in overdue fines for patrons who thought they could check out the materials for 3 weeks. Susan Mueller said that she believes that the loan rule table needs to be modified to allow Archway libraries to check out juvenile materials. Bonnie Sanguinet is aware of this issue and something just needs to be changed. Someone suggested that we add cluster patron types to the loan rules, this might help. Ying Li said that St. Charles Community College does not want to lend out their juvenile materials to Archway patrons because the library does not have enough materials and needs to have the materials available for its own patrons. SLCC is in favor of not restricting the Children's Collection.

9. Overdues Materials Bills

The committee discussed what we do with overdue notices and bills. Some institutions are sending overdues via email. However, bill should be sent in paper to the patron's library. This would give the patron's library a chance to contact the patron and resolve any problems with the overdue book. IF the bill is mailed directly to the patron, the patron's library knows nothing about it and is unable to block the patron in their financial system. The committee agreed to email overdue notices to patrons, but send bills to the institution.

10. Panel Discussion at MOBIUS Users meeting June 8th at Lake of Ozarks

The committee discussed having a panel discussion group at the Annual MOBIUS Conference in June. The committee discussed many different topics (see below) about MOBIUS, mostly related to issues with other institutions not following the procedures. We agreed that this would not be a Lanter Delivery System bashing. The committee agreed to make notes about issues of concern for the panel discussion. Susan Mueller volunteered to write abstract, which is due on March 4th, 2005.

- Salmon Book bands versus green book bands.
- Water proof Lanter delivery bags (wishful thinking)
- Practical suggestions for making things work – share war stories and solutions.
- Falling Through the Cracks – Books that never arrive at their destination or are MOBIUS RETURNED on borrower's record, but never make it back home.
- Mobius Delivery System : Problems and Issues Inside out and ups and downs.

The next meeting was set for April 22nd, 2005 at St. Louis Community College at Meramec. Barbara Pope will chair that meeting and Genie Klein will be the recorder. Ying Li will bring puppy chow for snacks.

Last revised 03/01/2005 bp