<div align="center">

Archway Public Services Committee
Minutes
January 19, 2001

</div>

Attendance: Jennifer Dodillet, co-chair, Pat Williams, co-chair, Jan Earnest, June Gill, Genie Klein, Ying Lee, Sue Morgan, Janice Patton, Bonnie Sanguinet, Carol Warrington

1. The minutes of the November 11, 2000 meeting were approved after the change of name from Sue Moore to Sue Morgan.

2. Web OPAC

- All changes submitted to MCO were done, except for changing "Word" to "Keyword". III must make this change.
- The 245|h has to either display in both the first and second level hit lists, or in neither. This creates a problem in a small number of cases when the first bibliographic record in a title display happens to be some type of media. The first level hit list will display the 245|h, for example, [video recording] even when some of the titles are books. This could be misleading to users. We want the 245|h to display in the second level hit list, so will leave the display as is.
- The chapter and page numbers are displaying on hit lists now that table of contents enhancement has been completed.
- Currently the "Start Over" button will return you to your home library scope as defined by your IP address. This means that if you change scopes as you are doing a search and then press the "Start Over" button you will always return to the original scope. The exception to this is if you are accessing the Web OPAC from outside a college's network. Then the "Start Over" button will always return you to the Archway scope. We can change this behavior by changing the WWWOption file setting for RESET SCOPE to NO. All other clusters do this. Please compare the behavior of the "Start Over" button of the other clusters to the Archway cluster from your home computer and come prepared to discuss this issue at the February meeting.
- All Archway institutions want to keep their unique looks in the Web OPAC. We will, however look for pages to add to our Web pages and OPAC. For example, WILO has a good looking FAQ page that is linked from the OPAC menu.
- We suggested that the MOBIUS Users Group meeting have a round table on how to use the Web OPAC with bibliographic instruction.

3. Circulation Issues

- Florissant Valley and East Central shared Archway book bands with the other Archway locations. A suggestion was made that we have "visiting patron" stickers to put on the MOBIUS book bands.
- The MOBIUS Access Advisory committee is meeting next Tuesday and Archway will suggest ordering more delivery bags. We will also bring up the topic of dirty delivery bags.
- Bonnie shared how to create lists for finding Archway overdues, SLCC patrons and Archway billed, SLCC patrons. She will send written directions on how to create these lists to the Archway-L listserv.
- SLCC is using a Replacement Bill Service Charge of $.01 for Loan Rule #43. This allows us to catch any cleared bills by using the Adjusted charge report. Other Archway libraries may want to consider doing this as well.
- The MOBIUS Returned Too Long report is confusing to us. Carol W will bring this issue to the MOBIUS Access Advisory committee for further explanation.
- The Archway Steering Committee added one manual block code of "m". Explanation for the manual block will be included in a note field. The Public Services committee was asked to think of other manual block codes that would be useful.
- We discussed how we were getting each other's materials back.

4. Bibliographic instruction

- Jan distributed the Meramec guide to the library.
- St. Charles has a Web page, http://www.stchas.edu/library/onlninst.htm for their online library guide.
- Florissant Valley distributed "Switch Over", "How to Use the Catalog", "View Your Library Record" and "MOBIUS Borrowing" handouts.
- East Central distributed an Archway/MOBIUS handout.

5. Next Meeting – Friday, February 16, 2001, 1:30 p.m. at Florissant Valley.

BLS