

## Notes from Coordinators Meeting, February 9, 2001

Present: Georgia Baskett, Joni Blake, Corinne Caputo, Catherine Craven, Janet Caruthers, Tom Schultz, Marcia Stockham, Jim Dutton. Mark Wahrenbrock and Kathy Maul joined the meeting in progress.

Introductions: Tom Schultz, site coordinator for William Woods; Janet Caruthers, site coordinator for Columbia; Kathy Maul, MCO.

### 1. Old Business:

- Beta test for Phase 4 MilCirc - there has been no word as to whether III wants to extend the beta test or whether they want us to reconsider participating.
- Choice of pickup locations- Library directors agreed to have this function enabled in the Arthur catalog. Lincoln University wants to evaluate the impact in 6 months.
- The directors also agreed to let a second patron check out an item waiting to be returned to another Arthur library, providing there are no other holds on the item. (See #6 in minutes of December 2000).
- Jim will be conducting a test of "recall through reserves" this month.
- SCAT table cleanup: Georgia passed out another list of items to be added to the table. She will start inputting the additions unless she hears otherwise from any of the coordinators. Janet requested an additional category that she could use for AV equipment. It was decided to split the A schedule to allow for the addition if it does not conflict with the LC schedule. The new category will be in the "local" range (900s).
- Display problems in webpac - The help desk determined that the odd display of numbers related to the enriched TOC records and double display of authors is related to the browse function in the WWWoptions file. It was decided to have the help desk disable this option and we will monitor the effects. If we lose more than the unwanted display, we can reevaluate. Marcia will send the request to the help desk.
- Advanced searching status - Implementation is on hold until the MCDAC has made decisions about reindexing the central catalog (union catalog). Advanced Searching needs to be available in central before it is installed on any of the other systems.

2. Authority training - The consensus was to hold training on March 9 at the MOBIUS office. Details about times will be forthcoming.

3. Length of time order record stays in catalog - Georgia requested we leave it at 30 days. The group will reevaluate this summer.

4. Clearing Search Statistics - Marcia requested that it be done sometime other than Monday morning. The group agreed to ask MCO to do it on Friday at noon if it is convenient for them.

### 5. Requests for INNreach enhancements

- Pickup location - patrons be forced to choose a pickup location within the cluster so items aren't automatically sent to the default. If possible, this option should deny the request if a location isn't chosen. To make the choice easier, something other than a pull-down menu should be used (e.g. radio buttons beside each site).
- Offer a holds management report similar to the cluster report.
- Offer a way to gather statistics for books requested, sent to another library, and sent back without being checked

out by the patron. These books represent a lot of staff time, but we are not sure they are being counted anywhere. Mark will look into the current reports to see if there is a way to determine these numbers. If not, we will submit to our committee representative.

- Offer a way to tell how many visiting patrons are checking out items. Mark will also investigate and if there is no way to tell now, we will submit as a request.

6. Report from MCDAC - Georgia. Authority control loads are complete on all live systems. We will be given handbooks on the TOC enrichment at authority control training. The logo for the MOBIUS central catalog was approved. The cluster map is scheduled to be reevaluated at the next meeting. Reindexing of the 533 tag is still under discussion. Tag 260, subfield b was approved. Each site is encouraged to continue cleanup of erroneous tagging, a problem especially in series headings. If a field is covered by authority control, that process is supposed to take care of bad indicators. Duplicate bibs need to be resolved at the cluster level. If records are merged, the OCLC number needs to be retained. There is no decision yet as to how to resolve cataloging errors in the central catalog. It is recommended that individuals do not add 970's to their records, but rather let the enrichment process take care of it. The draft policy on Authority Control was approved and will be posted on the committee website. The committee suggested that new representatives from clusters start at the July meeting. A one and two year rotation schedule will be devised. Jim mentioned that we may want to look at some of the same indexing decisions concerning the 970s (do we want to keep indicator 1, do we want the author subfield?) He will send us more information so we can discuss at a future meeting.

7. Report from MAAC - Joni. The lost book proposal is ready to go to the council for approval. The latest draft gives individual libraries the option of waiving the \$20 if the book is returned. If the book is really lost, the \$20 probably needs to be collected. Payment to the owning library can be made at any time, but the reconciliation date should be used as a deadline. If a library wants to block one of its patrons before he or she is billed, it must be done manually in the patron record. The institutional overdue list can be used to identify those patrons with overdues that are not yet billed. The committee has asked to evaluate the request balancing table now that more sites are participating and feeling comfortable with the INNreach process. There will be a chart of examples for library unique identifiers posted to the committee web page. The committee is again considering a tiered level of borrowing limits where each site could ask to have specific patron types mapped to different limits. In the meantime, they are recommending traditional ILL for any students who want to exceed the current limit of items borrowed. There was some discussion of OCLC's Iliad product (costs about \$3000/yr). The possible group purchase of Ariel appears to be on hold.

#### 8. Public Service Committee requests

- "When printing a bib record with enhanced table of contents there is not a way to print only a brief bib. Can an option be made to print either bib with enhanced TOC or a brief bib?" Marcia will submit to help desk as an action item, but it will probably need to be an enhancement request.
- "When doing a keyword search in the Arthur WebPac the statement 'record x of x' does not appear at the top of the bib record like it does when doing an author or subject search. Can this be corrected?" No, these appear at different levels in the search.

9. EZProxy - Lorna Mitchell had asked the coordinators to determine if there was an interest in Arthur using EZProxy. Information from St. Louis County Community College and how they use the product was shared. There was no interest from WW, SC and CC for purchasing the API software from III that would be installed on the Arthur server.

10. New chairman – Since there are two (soon to be three) new coordinators on the committee, it was decided that Joni Blake would serve as temporary chair of the coordinators for a period of three months. Even though she is no longer a site coordinator, she does have experience with the committee and is willing to carry out “administrative” duties of the committee. One of the current coordinators should be ready to act as chair in May 2001.

11. New code - The request to add nursing to the list of Acquisitions Code2 was approved. Marcia will send an Arthcoor action item to the helpdesk.

12. Default pickup location -The items that come to Columbia by “mistake” because of the default pickup location will no longer be checked in at Columbia. They will be sent to the home library if the patron’s record indicates that location makes more sense (e.g. a Westminster student with a Fulton address). The receiving library then needs to check in the item and place it on the hold shelf according to regular procedure. This is a work-around until the III enhancement/upgrade forces patrons to choose a location in INNreach.

13. Webpac - The “quick search” box was demonstrated on the webpac. The coordinators referred the topic to the public services committee for evaluation.

14. Bib level holds -Jim has taken a survey of current methods for handling bib level holds. He is planning to distribute information to help us handle these appropriately.

15. Reserve records - Mark mentioned he had been using Arthur’s reserve records for training and there seem to be course reserve records that need improvements. As a reminder, course reserve records need to include the college or university code as we agreed last December. (From December 17, 1999 minutes: “Course abbreviation and number followed by upper case institution initials in parenthesis and a second field with name of course. Example: ACC 240 (LU), Principles of Accounting (LU)”) It was suggested we identify the instructor with the code as well, since several instructors are serving as adjuncts at more than one site. Any records that don’t have items attached should be removed. Janet volunteered to write up the guidelines for course reserve records to be posted on the Arthur web page.

16. Next meeting will be March 16, 9:00 am at MCO.