



**Minutes of the
Arthur CTS Committee Meeting
March 15, 2012 at 9am via GoToMeeting**

Columbia College • Lincoln University • Missouri State Library • Stephens College • Westminster College • William Woods University

Members Present:

Corrie Hutchinson, Chair, Stephens College
Corrine Caputo, Westminster College
Nason Throgmorton, Columbia College
Tom Liemkuehler, Missouri State Library
Tom Schultz, William Woods University

Members Absent:

Vandy Evermon, Columbia College
Jerome Offord, Lincoln University

Guests or Proxies Present:

Christopher Gould	MOBIUS Office
Scott Petersen	MOBIUS Office
Angela Martin	Lincoln University

1. The meeting was called to order at 9:03am.
2. Corrie amended the agenda by the addition of the topic 'MARS Reports' under New Business. Tom S. moved and Nason seconded approval of the agenda. The agenda was approved as amended.
3. A motion by Nason and seconded by Tom S. was made to approve the minutes of the October 18, 2011 without corrections or amendments. The motion was approved.
4. Information Items
 - MESH headings have been removed from MARS Reports and will no longer appear.
 - New templates for Arthur documents such as minutes and agendas have been uploaded to the MOBIUS website. These new files contain the redesigned Arthur logo.
5. Unfinished Business
 - Library of American Civilization records: The records can be uploaded into the catalog; however there need to be changes to them. To ensure that Columbia College's existing microform records are not erroneously overlaid, the 001 field of the records needs to be modified to add the prefix 'LAC'. The records also need to have the following changes made to reflect the e-books they reference and not the microforms they were copied from:
 1. Delete 533 field with microform information
 2. Insert 500 field stating these records are from Quinnipiac University
 3. Edit 856 |z to |y with 'Click here to access this ebook'



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4. Edit 245 |h to '[electronic resource]'
5. Ensure material type is accurate for ebooks and modify 008 field
6. Add local call number (099) to state 'Library of American Civilization'

All records loaded should have the date they were loaded in the cat date field. Those institutions loading the records are Westminster College, Stephens College, William Woods University, and Columbia College. There are approximately 2100 records which will be loaded and added to a review file.

- Best Practices/Procedures: At the last Arthur Director's meeting it was decided that Genevieve Dazet and Vandy Evermon would create an outline of the documents to be created for Best Practices along with an overarching philosophy behind the documents. The outline and philosophy were sent to the Directors in December and is awaiting discussion by the AD Committee.

6. New Business

- III Upgrade: The upgrade to Arthur was completed on January 31st without issue. There are no cluster decisions required for this upgrade.
- Children's subject headings: It was noticed last fall that the children's subject headings were no longer appearing in the online catalog. After investigation it appears that during the redesign the headings were accidentally suppressed. The committee discussed the problem and decided to return to what was originally decided and show the children's headings again in the catalog.
- QR Codes in the catalog: Columbia College is working on creating QR codes for 856 fields of a bibliographic record that would appear in the online catalog. An example was sent to the committee and discussion concerning the placement, view, and format of the codes followed. The codes are scorable and are currently being used by the Kansas City cluster. Columbia College will continue to work on the formatting, etc. and will bring information back to the cluster.
- MARS Reports: Corrie brought up the issue of dividing MARS Reports among the institutions in the cluster. Due to responsibilities, she is not able to process the reports as quickly as she would like. Options were discussed on the process and it was decided that Scott will look into possibilities on changing the format of the reports or if Backstage can divide the reports for us.
- Nason inquired as to which fields in the bibliographic record are indexed and how often indexes are updated. Christopher will e-mail the committee instructions on how to view the indexing rules in the character-based system. Other than an assumed ongoing basis, Christopher is not aware of indexes being updated on a monthly, weekly, yearly, etc. routine.
- Review files: Columbia College brought up the topic of combining multiple review files in Create Lists to create a larger file. Due to the influx of e-book records in their catalog, they need more files to create lists that can contain all their holdings. It was moved by Corrie, seconded by Nason, and approved that 3 60,000 files will be combined to create one larger file.

7. Next meeting is scheduled for May 24th.

8. Meeting was adjourned at 10am.

9. Minutes were submitted by Corrie Hutchinson, March 15 2012.