

MOBIUS Bridges Cluster  
Minutes of the Sept. 7th Meeting  
Southwestern Bell Library & Technology Center, Harris-Stowe State College

Greetings & welcome from Harris-Stowe Director, Marty Knorr

Bridges Logo.

- Ellen Eliceiri (Webster), Linda Orzel (Harris-Stowe) and John Gresham (Fontbonne) will serve as a sub-committee on cluster logo design.
- A graphics professor at Fontbonne has agreed to let his students work on this as a class project.

Report from the Access Advisory Committee by Ellen Eliceiri (Webster)

- The visiting patron option (student from one MOBIUS library visits another MOBIUS library and checks out books on-site) has not been required by MOBIUS, but so far all the schools are participating. Procedures will have to be developed for schools that do not choose to participate.
- Washington University is using colored bands as a method of counting number of items borrowed by visiting patrons.
- A book band for MOBIUS lending is available on the MOBIUS website and examples were given out at the meeting.
- All MOBIUS members should be sending in monthly statistics.
- The draft of the proposed Lost Book Policy was presented followed by discussion regarding cost and due dates. Ellen will carry these concerns back to the committee.
- The question of Ariel was raised. Many cluster members are interested but it seems MOBIUS has taken no action following the survey.

Report from the Catalog Design Committee by Mary Ann Mercante (Maryville)

- Advanced keyword searching has been delayed by III because of problems with the feature. Thus there is no hurry to make decisions about keyword indexing.
- Discussion of Subject Headings. LC, MESH and LC-children will be included. There is discussion about others such as Sears, Chiropractic. A suggestion was made to have an “all subject headings” field to include any and all of these other subject heading systems.

No report from electronic resources committee since they haven't met yet.

BREAK for tour of library and outstanding LUNCH provided by Harris-Stowe librarians and staff.

Presentation on Preliminary Cluster Planning by Marcia Stockham (Columbia College) and Bonnie Sanguinet (St. Louis Community College) SUMMARY OF KEY POINTS IN THE PRESENTATION:

- Need for termination notice to existing library automation vendor. Find out how much notice they require. Decide if you want to run both systems simultaneously and for how long.
- Circulation Policies: All members are not required to have the same policy but uniformity can make creating and maintaining loan rules easier. Rules can be changed in the future if needed.
- Profiling. A tedious job but not difficult. Clusters do some and MOBIUS does some of this work.
- Back-Up for site coordinator. Consider having a back-up person for the site coordinator who knows the system, profiles etc. if needed.
- Who can use IN-Reach? The question was raised whether there are any policies about non-student use of in-reach. For example, could retired professors, community or guest users, library friends, out-of state students etc that have local library privileges use in-reach to borrow from other MOBIUS libraries?
- Intra-cluster borrowing. It is possible to begin borrowing from within the cluster members before it is possible to

do so on the MOBIUS union catalog.

- Lock Scoping. St. Louis Community colleges reversed their decision on lock- scoping because off-site users ended up scoped to the cluster anyway and so reference librarians had to teach two different looks to the system – to make it consistent, lock scoping was turned off.
- Site Coordinators. Need to see the whole picture. Need time and freedom to attend all training. May need to be relieved from some other job duties during this time. No directors were site coordinators in Archway or Arthur clusters. Usually the site coordinators are technical services librarians. They will have continuing responsibilities as site coordinator after implementation.
- Training. III is not flexible in scheduling training. Do not let key people take vacations during last 3 months of implementation. Some training (acquisitions and serials) will come after the go-live date.
- Records. Patron records have been loaded from campus administration systems. Some libraries entered patrons manually.
- Cluster Decisions. Wording and format of overdue notices can be decided by cluster. Notices can be printed or emailed. Comparing circulation policies can help each library evaluate their own even if there is no cluster-wide rules.
- Time lines, meetings and committees. After initial information meeting. Site coordinators met every other week. Usually 2 people went to every meeting (up to 5 from community colleges) One cluster started cataloging committee immediately, the other waited until after go-live date. Site coordinators served as steering committee. Monthly meetings of site coordinators have continued after implementation.
- Process. Site coordinators need big binders. They will submit info to Robin. She will enter the info online. Site coordinators need to go back and look at that info to make sure everything is correct. (You will find mistakes so look carefully!)
- Webpac design. Start looking at III webpacs to help you decide about design.
- TestPac. Sample records will be loaded first. Carefully test those records to make sure indexing is ok. Indexing is a cluster decision.
- Record Loading. Order in which records are loaded is a cluster decision based on number of OCLC records etc.
- Local Notes. Cluster will have to make decision about local notes – which to keep.
- Loading of records begins after the testpac. Libraries will stop cataloging for about 6 weeks while tapes are being loaded. Loading can take some time if any problems come up.

Bridges cluster members expressed their thanks to Bonne and Marcia for their informative presentation and adjourned.

Submitted by John Gresham, Co-Chair Bridges Cluster