

# **Galahad Profiling Meeting Minutes**

Mineral Area College

August 8, 2001

## Mineral Area College

Chris Burns  
Roxanne Cummings  
Mary Rippee

## MOBIUS Office

Jim Dutton

## Southeast Missouri

David Glick  
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Three Rivers

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Diane Rodriquez

## **Galahad Logo**

It was decided to use the logo in file, galahad\_8\_linefillver3.gif, with a change made in the size of the wording "A Mobius Library Catalog" to a larger print.

## **Serials and Acquisitions Training**

Serial and acquisitions training will be hosted by SEMO. Serials training will be done by the end of February and acquisitions training in the middle or late April.

## **Circulation**

Circulation work sheets are due by October 15.

Send C-A Circulation Periods, C-B Loan Rules, and C-1 Patron Types to Jim.

**C-11 Loan Rules:** (1) Rule Name & Number: We will be given a range of numbers that will be assigned to our loan rules. Jim discussed the individual loan rules listed on the C-11 form.

Most loans will be regular (14 days) and hours (2 hours). Jim suggested we read about Julian days (absolute dates) which are mostly used for faculty. We can read about Julian days under record number 33,137 of the Innopac User Manual. Item 5 on the C-11 form refers to a booked item. Books can be reserved for a particular time period, but this is mostly used for equipment, audio visual, and room reservations. This module comes with Innovative, and allows patrons to self-book. It is universal, and we cannot limit it to certain patrons like faculty. This option can be blocked by item type, but not patron type.

Recall Variables: We do not have to do recalls. Number 11 on the C-11 form refers to the minimum number of days that must be remaining on the original loan period in order to place a recall. Number 12 refers to the number of days you will give the person who has the item checked out to finish using it and return it to the library after it is recalled. Merlin uses recalls in the cluster, but no other clusters use the recall. If we do not want recalls on anything, set this element to a high number such as 999.

#13 Time on pickup shelf: How long an item will sit on the hold shelf after patron has been notified.

#14 Max # overdue notices (1-6): The last overdue notice is the replacement bill. If we decide the patron will get three notices, the first two will be notices, and the third will be the replacement bill.

#15-20 Intervals to Overdues.

#21-25 Text of Overdues. The text that we will be using for overdues. We will have to develop overdue bills. Cluster notices should have the same text for all cluster users.

The cluster representatives discussed other cluster rules such as 21 day checkouts on books, loaning of children's literature books, replacement costs, and other loan rules.

Some clusters charge \$100 plus \$20 processing fee. The cluster will have to agree on an amount.

#27-31 Alternate overdues/recalls: We may choose from "format of circulation notices" and maybe all clusters use same notices.

#35 Text of hold cancel notice: We have the opportunity to set up text for these or may use #232 To a student a hold is a request - to the library it is a hold. 36. No grace paid

#37. Length first fine - You can charge a fee for first so many days and another fee for the time after that

#42. Can charge a processing fee to cover cost of replacing the book or do not have to charge. SEMO seems to think it is not worth the time and effort to worry about this??????

#43. Replacement billing fee - Non refundable if book is returned

#44. Fine increment per time unit if item recalled - not recall until overdue. Charge possibly \$1 per day.

Handout #C-4 Patron Block Sheet.

Example: Patron type number 1 may be student, 2 faculty/staff, etc.

Each college will get numbers to use: example 1-20 MAC  
21-30 William Jewell and so forth

The cluster will have the ability to "block" any of the listed material in the columns or none. Items A, B, C, D, is for local codes.

Jim will e-mail other information with explanations on today's handouts. Start working on the information needed:  
Patron Types & Loan Rules

### **Next Meeting**

Wednesday, August 22, 2001, at Three Rivers Community College in Poplar Bluff,

10 a.m.-3 p.m.

Respectfully submitted,

Chris Burns