WILO Coordinators Minutes
May 6, 2011
Kansas City Art Institute – Jannes Library

Attendees: Susan Beyer (Midwest Baptist Theological Seminary), Stephanie DeClue (William Jewell), Dennis Goodyear (Avila), Jessica Hammond (MCO office), Laurie Hathman (Rockhurst), John Oyler (St. Paul), MJ Poehler (KCAI), Judy Rice (Metropolitan Community Colleges), Danielle Theiss (Rockhurst), Logan Wright (St. Paul).

Absent: Kathleen Finegan (Avila); Craig Kubic, (Midwestern Baptist Theological Seminary); Ted Ostaszewski (Metropolitan Community Colleges)

I.    **Minutes from December 17, 2010**: Minutes were approved as distributed

II.   **New Business**
a.  Request from MCC to add one new code to the status field in the item record. The new code would be used for items on display and still in the library, but not in their usual place on the shelf. Ted O. proposed using the code "x" for this. The group approved the new code. Laurie will put in a help desk ticket to make that change. **(Request submitted May 10, 2011)**

b.  Innovative rep visit discussion:
   i.  III has many new products available or in the works. The group was interested in SMS Alerts and Reporter.  Donna and MCO are looking into consortial pricing for some of these.
   ii.  AirPac and Circa – the group is interested in looking into consortial pricing for these? Jessica mentioned that Merlin bought AirPac as a cluster, so it can be done.
   iii.  Jessica mentioned that LibraryAnywhere from LibraryThing is compatible with III web pacs. We may lose some functionality.
   iv.  Laurie will ask about consortial/cluster pricing for all of the new III products so we can all know what kind of pricing we are looking at. **(Request submitted May 10, 2011)**
   v.  The group discussed the Encore demo session at Jewell and the new developments that have come out of that session such as interfiling. We as a cluster will be watching this product to see what new developments they make over the next few years.

c.  MOBIUS advisory group membership
   i.  Rebecca Hamlett (William Jewell) - MACPAC
   ii.  Susan Beyer - MACDAC
   iii.  Craig Kubic will continue as the MCMAC representative for WILO
   iv.  Pat Ecklund – MAAC
   v.  No dates have been set for next advisory committee meetings, but they will likely take place in July.

d. Catalog redesign –
   i. the group took a look at the redesign test site. John gave an update of the responses from the MAAC meeting. They were very positive overall. Their concern was having control over the WebBridge box for additional resources. They wanted to be sure to have control over the links that appear in that box. This box will also pass the ISBN through so it will do the search in the new site. The box is optional, we can remove it if we want and the box can be an individual library decision.
   ii. We looked at Arthur's page and liked their drop down boxes. They are the keyword and location boxes.
   iii. Jessica explained Install Search Plug In is a way to add your catalog as a search engine. It can then be added to a patrons' list of search engines for searching.
   iv. Arthur's search options box carries through to the other pages within the search. Jessica asked if we want it to it to for us as well. The other option is to use the space on the right to expand the column so that long bib records are more spread out.
   v. John brought up the similarity of the book and ebook icons. He asked if we could use icons that are more distinct from each other. Jessica said if we can find some icons we can use legally then she can make that change. He will explore a search for a new ebook icon.
   vi. Jessica showed us a way to add the search options to the blue bar. We liked that as a group.
   vii. The group made the following decisions regarding the redesign:
       - Add the drop down boxes
       - Move the search options box to the blue bar and expand the column width of the bib records

e. Logo redesign –
   i. Logan brought up an issue with the placement of the logo. At the top of the screen it pushes the rest of the information down.
   ii. Jessica also mentioned that the color didn't have to be the same for all institutions.
   iii. Logan also asked about placement of book covers. Jessica explained that by default it is on the left. As a group we chose to keep it on the left.
   iv. Logan suggested that we change the acronym to stand for Western Information Literacy Organization. John suggested Western Interlibrary Loan Organization (Willo) to help with mispronunciations.
   v. As a group we decided we would like to ask the designer for a few demos: one with a willow tree, one with text only and a few "sky's the limit" ones for us to start the discussion. We will also let the designer know we are open to changing the acronym. The group agreed that the goal is to make a decision on a new logo before fall semester begins. Jessica will send Laurie redesign worksheets to fill out. Laurie will get those back to Jessica in June.

f. Rockhurst catalog changes –
   i. RU has added a text chat box to their catalog. Danielle gave an overview of the feature. Their chat service can specify from where the patron is entering chat so

they know when someone is coming in from the catalog. With their system, the box only shows up when chat is being manned. The text box could also show up when the user gets an error screen, but Jessica is still looking into how to make that work. Laurie talked about the ability to track where the chat users are coming from and how helpful that has been from an administrators' point of view. The text box also allows patrons to email the transcript to themselves or the librarian can email it to the user. The widget also has the ability to push files so the librarians can push a PDF to the patron. Danielle discussed that Library H3lp allows more than one librarian on chat and more than one widget at a time. MJ asked about stats and Laurie explained they get those through the chats admin module

    ii. The option to send call number information via text is now available on the Rockhurst scope. It will text the title, author, location and status and the call number. Other libraries can submit a ticket to MCO to add that to their scope.

    iii. Danielle showed us the catalog at San Diego State. They have put QR codes on their records, which will allow patrons to grab the book information from your smart phone. Jessica will be working on that for RUs catalog.

g. Help desk ticket update from Jessica –

    i. Records are showing up in cluster catalog but not scoped catalog. They suspect it had to do with the migration, but they haven't been able to fix it because they can't find an unfixed record to send to III. If we have it happen and can wait to fix it, let Jessica know so they can send it to III to help hunt down the underlying problem. If we must fix it, supress the record and the unsupress it and it will show up.

    ii. Project Gutenberg does not allow their records to be opened in frames. Our catalog uses frames for our 856 field links, so the Project Gutenberg records just open in a blank screen. Jessica can fix this by eliminating frames. The group chose to have the 856 field open in the same window. The user can make a choice to open the link in a new window if they want.

h. Cluster Training –

    i. KCAI held basic and advanced create lists last week. They didn't all the way through the training, so they will hold it again at a later date

    ii. Christopher Gould is giving print templates training on May 12th. Due to the large turnout, the training was moved from Avila to Rockhurst and opened to 10 participants. Susan asked about the possibility to have it online.

    iii. Laurie is looking for catalog and acquisitions module training in July and will send out a call for participants once it gets closer to the summer.

    **iv.** Laurie will forward the email from Christopher about the online training opportunities from III to the group for those who prefer online options. **(Done May 10, 2011)**

III. **Old Business**

a. Scat table – the group set a new goal to begin the scat table edits by June 30th. Danielle will ask the help desk if we have the permission to edit the scat tables.

b. Patron clean-up project - We are all working on that process. Work includes deleting old patrons and eliminating unused p types.

c. Committee meeting minutes are all being uploaded to MCO site. We decided we can approve minutes by email rather than waiting forth next meeting to facilitate getting them approved and uploaded more quickly.

d. The new material type for e-journals was completed in January.

**IV.     MOBIUS Meetings, News, and Business - MAAC**

a. MAAC - John explained the MOBIUS committees have moved to the advisory group format. There is a MOBIUS best practice manual up for ILL activities. It can be downloaded and modified for an institution or cluster.

b. They agreed that there should be no charging of loan fees among members.

c. Scott suggested to assemble a list of loan rules from each cluster to help finding errors and so the clusters can look up other clusters loan rules for ideas

d. There was discussion of switching to a more generic patron type away from the academic distinctions. Instead of faculty, student, etc. the p types would be 21 day, etc. This would be more equitable for new public libraries coming on board. The coordinators group did not like the idea of losing our academic p type distinctions. John will pass our opinions along to MAAC

e. There was discussion about creating a new reporting item that goes along with the regular loan reporting. One cluster wants to count internal document delivery in their counts. The criticism is that we are not sure why that needs to be a MOBIUS level reporting need. That seems a more internal report. The group agreed with this objection.

f. Bag count is on May 17th

**V.     WILO Meetings, News, and Business**

a. WILO Access Committee –
   i. There was a discussion about the processing of Inn-Reach materials from within the cluster. Some institutions are using the green band rather than the yellow band. John explained that the green band could raise a red flag that the book was processed incorrectly. Yellow wilo banded books have to be processed slightly differently, so the yellow band prompts the processor to follow the alternate process. The WILO Access Committee realizes this is an ongoing issue so this discussion will continue. Dennis asked for clarification of the process for all staff members who process holds. John will look it up in the manual and send the link so we will have a guide. (see attached).
   ii. Collection of fines – the patrons' home library collects and keeps fines for books from other libraries in our cluster.

b. WILO Cataloger's Committee – Dennis reported for Ted.

       i. Ted has asked the help desk to update our MARC validation tables. You should see fewer red MARC tags.

       ii. Unindexed subject heading fields with a second indicator of 7 get thrown into the keyword. Ted asked the help desk to supress those records in the WILO display. Jessica said that has been done.

VI. News from Campuses

   a. Saint Paul - Saint Paul has a new Vice President and Dean. He was previously Dean at the Community of Christ seminary. He will start July 1.

   b. Midwestern Baptist - Susan reported that the new chapel will be completed at end of summer. They are working on a D.Min. degree taught in Korean. They are using ebrarys' DASH for their D.Min. projects.

   c. Rockhurst - Rockhurst will be reducing their reference stacks and putting in more furniture for collaboration. They will also add a lower reference desk for helping patrons. Laurie mentioned the campus is building a new parking garage. Once that is completed they are hoping they will be able to begin building a new academic building. They have a new Vice President of Academic Affairs starting July 1. Their search for a new Head of Technical Services continues.

   d. William Jewell – William Jewell administration got a grant to give the faculty iPads, which is forcing library staff to think differently about how they offer library service. They also just bought a Kindle DX for digitizing honors theses.

   e. Avila - Avila getting a new coffee shop one floor below the library. They are also building a new field house and replacing the lighted sign for the university with a stone sign.

   f. KCAI – KCAI is looking for a cataloger - the search is almost complete. They are adding a new sign for the library. They have a new president who starts July 1. The library is dissolving ready reference due to lack of use. They are also changing the DVD checkout policy so they can leave the library and will use some of ready reference space for that.

Future meeting dates:
September 16, 2011 - Rockhurst
December 9, 2011 – Saint Paul
May 18, 2011 - William Jewell