

WILO Coordinators Minutes
May 7, 2010
Saint Paul School of Theology
Hendrix Hall (bottom floor of Library Building)

Attendees: Logan Wright, Catherine Eilers and John Oyler (Saint Paul); Laurie Hathman (Rockhurst); Dennis Goodyear (Avila); M.J. Poehler (Kansas City Art Institute); Stephanie DeClue (William Jewell); Rusty Tryon (Midwestern Baptist Theological Seminary); Ted Ostaszewski (Metropolitan Community Colleges)

Absent: Kathleen Finegan (Avila); Craig Kubic (Midwestern Baptist Theological Seminary); Judy Rice (Metropolitan Community Colleges)

I. Refreshments and Introductions

II. Agenda Review

III. Minutes from September 18, 2009. Minutes were approved as distributed.

IV. Business Old and New, and Noteworthy News

1. Online Catalog Redesigns

Dennis Goodyear reported on the MOBIUS Task Force on the WebPac from the September 2009 meeting on maintenance and design. MCO has recommended that clusters consider consistency in the design of the cluster catalogs. A schedule of charges for services was distributed in April via email. No WILo libraries are currently considering a site catalog redesign. Laurie asked about whether the WILo libraries should consider doing a survey of faculty and students on their response to the redesigned WILo cluster catalog. Laurie will contact Justin at MCO to find out if there are plans to get feedback from faculty and students from MOBIUS sites regarding the MOBIUS union catalog redesign.

2. SCAT Table (tabled)

3. MCO Website

The question was raised about how to add documents and make changes to the cluster information on the website. Logan will send an email to Justin at MCO to clarify who can make changes for the cluster and how to do this.

4. New Minute-Taker for WILo Coordinators

Laurie Hathman will be the Chair of the WILo Coordinators committee beginning in July. Stephanie DeClue from William Jewell College will take over the responsibility from Laurie to take minutes for the meetings in July.

5. Saved searches / create lists

Create List review files and saved searches should be deleted when no longer needed. Make sure to use the agreed upon naming pattern when naming the files: Institution, Initials, Date, Description.

6. MOBIUS WebSite

Login (strong password required)

Committee Information and Documents—this was discussed under number 3 above.

7. Update Loan Rules for MBTS PhD students

Each site coordinator should have created a cluster loan rule for this new patron type.

8. Training

Classes Scheduled—Dennis Goodyear attended one of the training sessions held in Columbia which was conducted by an Innovative trainer and reported that it was excellent. Regional training sessions will be done by MCO staff during May and again in the fall.

Workflow observation visits—William Jewell and Rockhurst both have new staff. It was agreed that experienced staff from WILO libraries in the areas of Serials, Acquisitions, Cataloging, Circulation and Interlibrary loan could work with these new staff to orient them to workflows in these areas. Those interested in pursuing this for their staff should send out an email to the WILO Coordinators list to connect new staff with experienced staff.

New WILO Staff—from Rockhurst University: Rachel Perry-Hanses begins June 1, 2010 as Public Services Supervisor. Her areas of responsibility will be circulation, interlibrary loan, reserves, student assistants and basic reference assistance. Danielle Theiss-White begins June 29, 2010 as the Head of Technical Services. Dee Doll has joined William Jewell College in Acquisitions.

V. WILO Meetings, News, and Business

1. WILO Access Services (Oyler)

The Reinstate Fine feature has been enabled as approved.

2. WILO Catalogers (Eilers)

The catalogers recommended that the 655 genre terms field be re-indexed on the second indicator. The 655 7 is indexed, but 655 0 and others are not. This will enable the ability to do a true genre search, which would appear as a search option. Currently a keyword search has to be done. The MOBIUS union catalog will be re-indexed but doing this on the cluster catalog will be tabled until the results of the union catalog project are known.

The cost to the cluster to do the re-indexing on the cluster catalog would be \$1500. This would have to be approved by all of the library directors in the cluster. Projects that require a cost to the cluster are considered on a case-by-case basis.

Ted completed a project to remove the additional locations in the 029 field in Millennium which appear when records are downloaded into Millennium from OCLC at export. Libraries should be sure to set the 029 field not to export when downloading from OCLC.

VI. MOBIUS Meetings, News, and Business

1. MOBIUS Executive Committee

2. MOBIUS Council (assessments, by-laws, etc.)

3. MAAC MOBIUS Access Advisory Committee-
Next meeting July 2010. Items to be discussed will be the policy on borrowing/lending library responsibilities for replacement on missing items and clarification on who files claims with the courier.

[Access Advisory Committee Reps in July](#)

[John Oyler \(Saint Paul School of Theology\) member](#)

[Pat Ecklund \(MCC Maple Woods\) alternate](#)

4. MACPAC MOBIUS Annual Conference Planning Advisory Committee Reps in July
MCO will be assuming most of the functions of MACPAC so committee members future responsibilities will be reduced.

[Annual Conference Planning Advisory Committee Reps](#)

[M. J. Poehler \(Kansas City Art Institute\) member](#)

[Rebecca Hamlett \(William Jewell\) alternate](#)

5. MCDAC MOBIUS Catalog Design Advisory Committee Reps in July

[Catalog Design Advisory Committee Reps](#)

[Ted Ostaszewski \(Metropolitan Community Colleges\) member](#)

[Susan Beyer \(Midwestern Baptist\) alternate](#)

6. MCMAC MOBIUS Collection Management Advisory Committee Reps in July

[Collection Management Advisory Committee Reps](#)

[Craig Kubic \(Midwestern Baptist Theological Seminary\) member](#)

[Stephanie DeClue \(William Jewell\) alternate](#)

7. Taskforces and Subcommittees (no report)

[WebPac Maintenance and Design \(PowerPoint show\)](#)

VIII. News from the Campuses

Saint Paul-The end of first year of the self study has been reached. A new Academic Vice President search will begin for next year.

Kansas City Art Institute—The president will retire in June 2011 so a search for a consultant to aid in the selection of the new president has begun. The National Association of Schools of Art and Design self

study is underway. A Digital Media program will start in the fall. The library has licensed Lynda.com to offer access to online software training.

Rockhurst—The university is celebrating our Centennial Year with the publication of the book Rockhurst University: The First 100 Years, published by the Rockhurst University Press. The images from the book will be loaded into the Missouri State Library Digital Heritage Initiative later this year and eventually into the Association of Jesuit Colleges and Universities Libraries and Museums Digital Project. Two new staff will join the library in June 2010. Final exams have begun and the semester ends May 12th.

Avila—The semester is ending.

IX. Adjourn and Next Meetings

Dates for Next WILO Coordinators Meetings:
September 17, 2010 at William Jewell College
December 17, 2010 at Rockhurst University
May 6, 2011 at Kansas City Art Institute