

Minutes
MAAC 1st Choice Tracking System Subcommittee Meeting
December 13, 2007, 2:00 pm
Via Centra

Attendance: Shuqin Jiao (SLU), Sandra Phillips, Jennifer Galloway and Rodema Gnuschke (MWSU), Joshua Lambert (MSU), Bonnie Sanguinet (SLCC), Nada Vaughn (Wash U), Matt Wier (Webster U), Paul McGrath (1st Choice), Jim Dutton (MCO)

1. **Subcommittee charge** – Bonnie outlined the charge for the subcommittee as reviewed with her by Beth Fisher, Executive Director of MOBIUS: distribute information about the 1st Choice Tracking System to all libraries in MOBIUS; create easy to follow directions on how to use the 1st Choice tracking system; become functional experts for MOBIUS members; and add best practices for tracking the bags and the contents of the bags to the MCO website. The MCO Help Desk has created a page for this subcommittee on the MCO website.
2. **Experiences with testing the tracking system** – St. Louis Community College, Washington University, MCO could login but not access the item search in Internet Explorer (IE) due to an HTTP 500 Exceptions report. Bonnie was able to do the item search successfully from her home using Firefox. Nada was not able to do the item search successfully using Firefox from Washington University. Jim reported being able to do a successful search from MCO using IE last week, but then got the error message on several different PCs in the MCO office when he tried again this morning. Joshua was able to track items today using Firefox, but IE would not work for him. Matt got the error message when he searched from Webster University using IE 6.0. The committee suggested that the vendor who is doing the software development needs to make sure the software works with IE. Paul said he understands that need and would follow up with the software company. The committee agreed that they would continue testing the software on a daily basis to see if there were any changes in IE. Jim suggested that we recommend using Firefox until the IE issues are resolved. The committee also agreed that we did not want to communicate with other MOBIUS libraries until this issue is resolved.

Note: When you try to trace a bag be sure you enter the bag number into the Reference Number field rather than the eTracking field. The eTracking number is system generated and doesn't mean anything to us.

MWSU asked when scanning at pickup could be expected. Paul said he did not have an answer at this time. 1st Choice is concentrating on getting 45 – 50 new scanners distributed to MOBIUS libraries and then training their drivers. Scanning at pickup is up in the air at this point. However, you should be able to track your bags within 24 hours of pickup since they are scanned at the dock

before being rerouted to the borrowing library. Paul did point out that the scanners are “smart” and they “know” where the bags are supposed to be delivered to. If a driver tries to deliver a bag to the wrong library the scanner will alert him/her to the error. Paul will let Bonnie know of progress made with distributing the scanners.

3. **MCO web page for our subcommittee** - To access the web page you will need to use your normal login for the MCO website, click on the governance tab, then scroll down to the link to **MAAC Subcommittee on 1st Choice Tracking System**. The following information is on that page:

Best Practices – The subcommittee will need to post best practices about the following procedures:

- a. **Tracking books within bags** - Springfield Green has a procedure we could use. Jim Dutton will look into getting those procedures for us.
- b. **Tracking bags leaving the library** – This still needs to be kept on paper. Paul McGrath from 1st choice said that scanning the bags at pickup would slow down the delivery service so much that it would have a negative impact on deliveries.
- c. **Procedures for using the 1st Choice tracking system** – Shuqin Jiao, SLU volunteered to edit Paul’s directions and send them to the subcommittee to review.

Expert Assistance:

- a. Certified Millennium Track Experts (Not applicable).
- b. Special Project Experts

There is also a link for the subcommittee minutes and a list of subcommittee members with contact information.

4. **Action items** –
 - a. Make sure people can access the tracking system through different browsers (1st Choice will work on this)
 - b. Post the 1st Choice tracking directions on the MCO website
 - c. Discuss /evaluate the tracking system at the MOBIUS Users Conference
 - d. Share best practice among members
5. **Next meeting** – We agreed to try to meet again in January but did not set a specific date. Jim told everyone that the contract with Centra will expire at the end of December. MCO has chosen an new electronic meeting/training software from Adobe, but he does not know when it would be available.