

MOBIUS Access Advisory Committee
February 7, 2006 Minutes
Columbia, Missouri

Attendee	Cluster	Institution
Mary Anderson	MERLIN	UMKC
Donna Bacon	Springfield-Greene County	SGCL
Scott Britton	Washington University	WU
Chris Burns	Galahad	MAC
Lisandra Carmichael	MERLIN	UMSL
Marian Davis	Quest	CMSU
Charlotte Dugan	SWAN	MSU
Jim Dutton		MCO
Tena Edwards	Committee Chair, Arthur	WWU
Elise Fisher	WILO	WJC
Janine Gordon		MCO
Shugin Jiao	Merlin	SLU
Linda Medaris	Quest Alternate	CMSU
Sandy Phillips	Towers	MWSU
Bonnie Sanguinet	Archway	SLCC-Meramec
Rhonda Smith	Springfield-Greene County	SCGL
Fran Stumpf		MCO
Sharon Upchurch	Lance	CSC
Mark Wahrenbrock		MCO
Jessica Wieberg	Missouri River Regional Library	MRRL
Matt Wier	Bridges	Eden-Webster
Patricia Williams	Archway Alternate	SLCC-Flo Valley

Call to Order: Chair Tena Edwards called the meeting to order at 10:00 am at the MCO office in Columbia, Missouri.

Approval of Minutes: The minutes of the September 26, 2005, meeting were unanimously approved as was written.

MCO Update: Mark Wahrenbrock informed the group that the training task force survey which is designed to get feedback on wants and needs is in test mode. He will send an announcement to the list so people will know it is coming. The survey will be sent via e-mail, and it will take about five to eight minutes to complete. The input from the survey will be used to guide training plans. Mark will report to the Executive Committee at the March 3, 2006, meeting.

Jim Dutton stated that SLU is extracting records from MERLIN, and they plan to bring up the Webpac and CIRC on May 23.

Also, Jim reported that George Rickerson resigned his position as MOBIUS Executive Director effective March 31, 2006, but he will stay until a new director is found. A search committee has been appointed, and has met once. The search committee is chaired by Shirley Baker of Washington University.

Lender of Last Resort: Jim Dutton reminded us that the lending/borrowing ratio of non-returnables is 2.5 percent. The first four institutions were already on the list, and they will remain. St. Louis University was added.

<u>OCLC symbol</u>	<u>Library</u>
KOS	Kirkville College of Osteopathic Medicine
MOZ	Missouri Southern State University
SEM	Southeast Missouri State University
MUU	University of Missouri - Columbia
<u>Added</u>	<u>Added</u>
SLU--Pius	St. Louis University
SLU—Health Sciences	
SLU--Law	

Cluster Updates:

MERLIN—St. Louis University is leaving the MERLIN cluster to form their own cluster. June DeWeese from the University of Missouri—Columbia emailed the MOBIUS users list about changes for visiting patron checkout. For University of Missouri patrons, use students' social security number and add a lower case c (for Columbia) after the SS#. Each MERLIN campus had added a code (r for Rolla, t for Saint Louis, and k for Kansas City) to the end of their patron numbers. Please see the MOBIUS ILL/Circ contact page for specific directions--<http://mco.mobius.missouri.edu/filemanager/fileview/502/>

Washington University—Scott Britton reported that they have reorganized their Access Services department. MOBIUS operations were moved from circulation to ILL so issues should now be reported to Nada Vaughn, the interlibrary loan supervisor.

SWAN--Charlotte Dugan stated that Joshua Lambert is their new head of access services.

Quest—State Fair Community College has a new library director, Stephanie DeClue.

Springfield-Greene County—Installed Release 2006 last Thursday, February 2. They are excited to use the new user/receipt printer.

St. Louis University—They are migrating from MERLIN to their own. Their first CIRC training will be Wednesday, February 15. They have a new director who will start June 1, 2006. Millennium printing is really slow.

WILO—Elise Fisher informed the committee that William Jewel College does not have a library director. The search process has started, and interviews should be in about two weeks.

Archway—Bonnie Sanguinet from Saint Louis Community College—Meramec said they are changing their barcodes and unique IDs. All of their conversion has been completed.

Arthur—Tena Edwards from William Woods University stated that one of the libraries in the Arthur cluster wanted to remind folks not to tape paging slips to book bands, because they use them in their filing and notification procedures. Also, they noticed that on the outside of one of the delivery bags there was a substance. When they tried to take it off, it ate through the bag. The book was not damaged, but Tena suggested we watch out for this.

Missouri River Regional Library—MRRL had no report.

LANCE—No report.

Towers—Sandy Phillips from Missouri Western State University said Sara Duff from Northwest Missouri State University is the new MOBIUS contact person.

Galahad—Chris Burns from Mineral Area College reported that Galahad's coordinators did not have any problems to report.

Bridges—Matt Wier of Webster University recommended that the request for bags be sent through the listserv devoted to bag distribution.

Delivery Issues and Update on Bidding Process:

Delivery Issues--Sandy Phillips said they have a problem with requesting books. It shows the book has been received, but when the patron stops to get the book, it is not there. Is the library responsible for a book that it says it has received, but they did not receive it? Interlibrary loan rules say once the book leaves the lending library, the borrowing library is responsible for it.

At the request of the committee, MCO will add a link, under the Delivery tab of the MCO web page, to the MOBIUS Policies and Procedures page [Home>Governance>(MAAC) MOBIUS Access Advisory Committee>Policies & Procedures]. Mark said, if there are any other desired changes, MAAC should submit them to MCO.

Scott Britton requested that schools use the code when packaging MOBIUS items. He said it would be really nice to use the code in BIG and **Bold** on the Green band. It would help when trying to match the labels.

Sandy Phillips reported a problem on PUA. When they check in a PUA book, the system will not say it's MOBIUS received. It doesn't happen all of the time. It was recommended that they determine if it is coming from the same place all of the time, and they should report it to MCO so they can figure out if it is a problem with the system.

Update on Bidding Process--Matt Wier informed the group that the current courier contract with Lanter Delivery Systems will end in June, 2006. A bid request will be issued soon with the added option to increase the courier's liability should damage occur during shipment. The MAAC requested that a copy of the information on the bidding process be included in the minutes as written so that we had a record of it. That information was sent by Linda Vorce, and it appears below.

Bidding Process Update

We (the MCO office) have been in the process since October, 2005 of visiting this issue. Mainly because the contract for our courier service ends on June 30, 2006. Because the five-year contract with Lanter is due to expire, we are required to put these services out on bid. In developing the Request for Proposals, the liability issue was taken into consideration.

The bids were opened approximately one month ago. A committee reviewed them and evaluated them based on various criteria. Members of the committee are myself, Gary Harris (MCO), Mark Wahrenbrock (MCO) and Tena Edwards. We are awaiting the final approval of the committee's evaluation that will be combined with our Purchasing department's evaluation of given references.

The committee will re-convene to evaluate the pricing portion of the bids received. We asked for separate pricing for additional liability. When that information is made available to the committee, we will make a decision about which courier and which liability option. That recommendation will be sent to the Executive Committee for approval.

MAAC has made their disapproval with the liability issue known to MOBIUS and we have addressed it in the current bid process.

Side note...We have also run a statistical analysis on Lanter and have found that less than 1% of the items shipped ever have a claim because of being lost or damaged. This is an extremely low quantity with a low lost-dollar amount associated! Lanter has held a 97-99% success rate for 5+ years.

Tena should be able to keep you and MAAC informed as the committee makes decisions. However, you are always welcome to contact me if you have any other questions or concerns.

Using the Delivery List for all Questions & Discussion Related to Circulation of Items through MOBIUS: "Lost Books" and "Extra Bags Needed" should be sent to the MOBIUS Delivery List (MOB-DELIVERY-L@LISTS.EDU). To join this list, send names to the help desk. Tena will send list of directions to send to the list.

April Enhancements Meeting Scheduling: The MAAC was asked if they would meet in person, through videoconference, or use Centra for the April Enhancement meeting.

Centra would be easier to arrange, but we would not see each other. We would hear voices. If use Centra, each of us would need speakers and headphones.

If we use videoconference, each of us will have to find a location. A group could meet in St. Louis, Kansas City, etc. Mineral Area College could have one on its campus. If one has MOREnet Videoconferencing available, that institution can have a videoconference.

After much discussion, it was decided to meet in person for the enhancement meeting, because of the importance of the subject matter. However, at this time we do not have the schedule of the enhancements, and we have to know the date to schedule the next meeting. Once we know the date, we will try to meet at the MCO Office or another place.

New Business:

MOBIUS Circulation Period--MERLIN asked that we discuss extending the circulation period. They would be interested in having four-week loan periods instead of the current three-week. SLU and MERLIN have had a long-standing agreement for loaning materials to each other, and they want to preserve this agreement even though SLU has left the MERLIN cluster to form their own cluster. They want a unique loan rule to be set up between MERLIN and SLU. Janine Gordon of MCO said they would set up another loan rule for MERLIN and SLU, but they will not do a lot. After a detailed discussion, the committee decided not to change the existing loan rules at this time. However, SLU and MERLIN were asked to develop a written statement explaining exactly what their wants are to distribute to the MOBIUS members. It will then be sent to the clusters with a deadline for voting.

Lost or Long Overdue Items Issues—Donna Bacon of Springfield-Greene County Library inquired about getting “Lost and Paid” records cleared. Sometimes, an item never gets checked in, and they have problems getting it taken care of. There is no written procedure for how to handle this situation, and there should be.

After reviewing MOBIUS Lost Book Policy, it was determined that the first paragraph should be rewritten to make it clearer or to change the policy to keep it consistent with ILL guidelines—make the borrowing library responsible.

It was agreed to form a subcommittee to look at the lost or long overdue procedures and policies, and report back to the MAAC to be voted on. Donna Bacon and Rhonda Smith of Springfield-Greene County Library will head this subcommittee. Other members are Marian Davis of Central Missouri State University representing QUEST, and Matt Wier of Webster University representing Bridges.

Next Meeting: Previously, July 11, 2006, was set on the MCO calendar. However, since we did not know the schedule for the enhancements, the MAAC did not think we could set the date at this time. Therefore, the meeting date will be announced later to discuss the enhancements.

Adjourned: The meeting was adjourned.

Respectfully submitted,

Chris R. Burns
Mineral Area College Librarian
Galahad Cluster