

MOBIUS CATALOGING STANDARDS

Cataloging standards provide the foundation for achieving reliable online access to all of the materials shared in the MOBIUS Catalog. All MOBIUS libraries, including Cooperating Partners, should adhere to nationally accepted cataloging standards and guidelines according to the documents listed below. Quality and integrity of the MOBIUS database are necessary in order to maintain reliable access to the shared catalog. Each MOBIUS library is also responsible for regularly maintaining holdings on OCLC.

MARC bibliographic records should comply with standards as set forth in these documents:

Anglo-American Cataloguing rules (2nd ed., 2002 revision)

MARC 21 Format for Bibliographic Data

<http://www.loc.gov/marc/marcdocz.html>

Bibliographic Formats and Standards

<http://www.oclc.org/bibformats/default.htm>

Library of Congress Rule Interpretations

Library of Congress Subject Headings

Medical Subject Headings (MeSH)

<http://www.nlm.nih.gov/mesh/meshhome.html>

MARC 21 Format for Authority Data

<http://www.loc.gov/marc/authority/ecadhome.html>

Other documents or sites which may assist you in cataloging include:

MARC Standards from the Library of Congress-Network Development and MARC Standards Office

<http://www.loc.gov/marc/marc.html>

The Library of Congress Cataloging Policy & Support Office

<http://www.loc.gov/catdir/cpso/>

Each MOBIUS library, including Cooperating Partners, is required to exercise authority control over its own database. Libraries may use the Library of Congress Authorities

Web site to assist them. <http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

The following MOBIUS documents are also part of the MOBIUS cataloging standards and apply to all members:

Policy on Authority Control for MOBIUS

MOBIUS Subject Cataloging Policy

Guidelines for 229 Field (Journal Magazine or Newspaper Index)

July 8, 2005

MOBIUS FAQ – Frequently Asked Questions [DRAFT]

What is MOBIUS?

Which libraries are members of MOBIUS?

What may I borrow through MOBIUS?

When should I use MOBIUS?

How do I request a book from MOBIUS?

How quickly will the books I request arrive?

How long will I be able to keep books that I borrow?

Will I receive a bill for MOBIUS books that I don't return on time?

How many books can I have out at one time?

I don't have time to wait for a book to arrive! Can I visit another library and check out a book there?

How do I know which library owns the book I need?

The book I want says the status is "Library Use Only". Does that mean I can't borrow it?

What is MOBIUS?

MOBIUS (Missouri Bibliographic Information User System) is a consortium of over fifty Missouri college and university libraries. MOBIUS was created to allow students, faculty and staff at member libraries to borrow books from other member libraries. The MOBIUS Union Catalog is a shared online catalog which allows users to search the holdings of all member libraries. The MOBIUS catalog includes over 17 million items. For more information about MOBIUS, see http://mobius.missouri.edu/screens/about_mobius.html.

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Which libraries are members of MOBIUS?

MOBIUS libraries are organized into clusters. Each cluster shares a library catalog. For a list of MOBIUS member libraries and clusters, see <http://mobius.missouri.edu/screens/libinfo.html>.

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What may I borrow through MOBIUS?

Patrons may borrow books through the MOBIUS system. Please note that only books may be requested from another library even though videotapes, music CDs and periodical titles are listed in the catalog.

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When Should I Use MOBIUS?

Use MOBIUS when a book you need is not available at your library.

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How do I request a book from MOBIUS?

You must be a patron in good standing at a MOBIUS member library. Start your search in your own library's catalog. If you do not find the book(s) you need, click on the link to "Search MOBIUS Union Catalog."

Once you have located a title you want to borrow, follow these steps:

- Click on "Display Holdings of MOBIUS Libraries" to make sure that at least one copy of the book is available. You do not need to know which MOBIUS library owns the book in order to request it.
- Click on "REQUEST THIS ITEM."
- You will be asked, "With which cluster are you affiliated?" Select your cluster from the drop-down menu and click on the "Submit above information" button. If you do not know the name of your cluster, click on the underlined word "cluster" for a list of libraries and their clusters.
- At the next screen, enter your name and ID number or SSN number. You may also need to enter a campus code with your number.
- Choose a pickup location from the drop-down menu to indicate the library where you want the book to be sent.
- Submit your request. The system will respond with a message telling you that the item is being sent. IF YOU HAVE ANY DIFFICULTIES, ASK A LIBRARIAN FOR HELP.

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How quickly will the books I request arrive?

If the book is listed as currently available, it will usually arrive at the selected location in two to four days"

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How long will I be able to keep books that I borrow?

Books are checked out for 21 days. Two additional 21-day renewals are permitted, unless another patron has requested the book or the loaning library has recalled it.

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Will I receive a bill for MOBIUS books that I don't return on time?

Yes. A lost book replacement charge of \$120 will be billed to patrons who do not return MOBIUS items 45 days after the due date. This includes a \$100 lost book fee and \$20 nonrefundable billing fee. For more information, contact your library.

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How many books can I have out at one time?

Each library determines the limits on MOBIUS items or total number of items that each patron can check out.

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I don't have time to wait for a book to arrive! Can I visit another library and check out a book there?

Most MOBIUS libraries do allow "visiting patron borrowing." Present your valid student, faculty, or staff identification card at the MOBIUS library you wish to borrow materials from. You might also be required to present a second form of ID. You must be in good standing at your home library to use this service.

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How do I know which library owns the book I need?

Once you have located a title you want to borrow, click on "Display Holdings of MOBIUS Libraries." The box marked "Library" is actually the cluster. The box marked "Location" usually contains an abbreviation of the specific location in a library or collection. Clicking on the location abbreviation will bring up a small window with additional information, but you may need to consult a librarian to interpret this information and locate the library.

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The book I want says the status is "Library Use Only". Does that mean I can't borrow it?

Yes. "Library Use Only" materials are often reference books, rare books, archival documents, or other special materials that the owning library won't lend. Many of these items can be used by visiting the library that owns them. For rare books or archival materials, it's a good idea to call ahead to see if special arrangements need to be made. Often rare books and similar materials are kept in special collections, which may have more restricted hours and access policies than the general library.

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Action Item	Charge	Strategic Initiatives Addressed	Timeline
<p>(A) The Executive Committee will appoint a Task Force on Governance and Growth Management</p> <p>Chair – Cathye Dierberg Archway- Stephanie Tolson Arthur- Erlene Dudley Bridges- Liz MacDonald - Laura Rein Galahad- Sarah Cron Lance- Valerie Darst Merlin- Richard Amelung - Jim Cogswell Quest- Mollie Dinwiddie Swan- Wendy McGrane - Steve Stoan Towers- Julia Schneider Wash U- Shirley Baker WILO- Craig Kubic</p> <p>Ex Officio-Non-Voting MCO- George Rickerson State Library- Sara Parker Coop Partners- Margaret Conroy Donna Bacon</p>	<p>The Task Force will be charged with developing a comprehensive plan for managed growth</p> <ul style="list-style-type: none"> Identify potential partnerships and areas for cooperation Identify issues concerning membership, partnerships, relationships with other agencies, and growth Identify costs/benefits of potential partnerships and relationships Develop scenarios to address the issues Review governance documents and recommend revisions related to MOBIUS' future development Make a recommendation for a plan of action to the Executive Committee 	<ul style="list-style-type: none"> <i>Initiate/participate in a statewide project designed to incorporate public libraries into a resource-sharing partnership with the MOBIUS libraries</i> <i>Review MOU, bylaws, Cooperating Partners policy with a view towards developing an effective governance model for a broader resource-sharing community</i> <i>Explore technical feasibility and policy implications of linking the CLP to other INN-Reach systems, e.g., the Colorado Alliance</i> 	<ul style="list-style-type: none"> November EC meeting – Report on organization of task force, process adopted, update on action taken to date March EC meeting – Present recommendations to the EC for review May EC meeting – EC approve plan June Council meeting – Present to Council

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(B) The MOBIUS Executive Director is charged with monitoring, facilitating, and reporting to the Executive Committee and to MOBIUS members on cooperative relationships that will benefit the members.	<ul style="list-style-type: none"> Provide a description of the current status of the existing cooperative relationships to the membership Continue to seek opportunities for cooperation to recommend to the EC Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> <i>Support the establishment of a formal mechanism within the State Library for coordinating database licensing in Missouri for all libraries</i> <i>Actively partner with MLNC, the State Library and other entities in developing and providing services, e.g. training and conferences</i> 	<ul style="list-style-type: none"> Provide a description of current cooperative relationships to the membership by the Fall Council meeting. Provide regular updates
(C) The Executive Committee will appoint a Task Force to review the Advisory Committee charges Chair – Judy Fox (MCAG) MAAC – Elise Fisher MCDAC – Carol Bennett MCMAC – Liz MacDonald Bill Wibbing MERAC – Mary Slater Ex Officio – Non-Voting MCO – George Rickerson	<ul style="list-style-type: none"> To review the current charges to the Advisory Committees and consider the recommendations for change already presented in light of tasks assigned to the committees in the Action Items Consider membership and voting privileges Make recommendations to the EC for revisions as needed 	<ul style="list-style-type: none"> <i>Review and revise Advisory Committee charges as needed.</i> 	<ul style="list-style-type: none"> Present recommendations to EC at the July meeting

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(D) Assign issues concerning access to MAAC	<ul style="list-style-type: none"> Keep the EC and the members informed and make recommendations for policy changes as needed Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> <i>Track and analyze lending/borrowing patterns to insure that all members are treated fairly and proportionally to their ability to serve the consortium</i> 	<ul style="list-style-type: none"> Present updates and recommendations to EC at each meeting
(E) Refer issues identified that concern the functionality and ease of use of the system to MCAG for review.	<ul style="list-style-type: none"> Serve as the research and development advisory arm of MOBIUS Leverage technologies to improve service and reduce duplication of effort Identify areas of interest to be explored for improved functionality Invite vendor demonstrations of products of interest at each advisory committee meeting Make recommendations to the EC within budget and staffing constraints Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> <i>As resource-sharing community is expanded, explore using the CLP to facilitate sharing beyond monographs, i.e. serials and non-print media.</i> <i>Develop a user-centered catalog</i> <i>Work with vendors in effort to integrate article access with catalog access, i.e., enhanced federated searching</i> <i>Establish formal program with goal of insuring that the systems we present to users have the characteristics that users want and deliver the results users need</i> <i>Assist members in analyzing how to use ILL products most effectively</i> 	<ul style="list-style-type: none"> Develop a list of areas to be explored and provide to EC at the November meeting. Update the EC at each meeting on progress Provide results of research on the MOBIUS web site as completed

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(F) Assign issues concerning standards to MCDAC	<ul style="list-style-type: none"> Review the issues identified and make recommendations to the EC for resolution Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> <i>As records from cooperating partners and other non-MOBIUS member libraries are added to union catalog, review and refine cataloging standards and promulgate to all union catalog contributors</i> <i>Eliminate duplication in the union catalog (in partnership with MCO)</i> <i>Explore benefits of and support for outsourcing copy cataloging</i> 	<ul style="list-style-type: none"> Provide updates to EC at each EC meeting concerning issues identified and progress made in addressing issues Make recommendations to EC as they are formulated
(G) Assign issues relating to collection development to MCMAC	<ul style="list-style-type: none"> Address issues identified Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> <i>Aggressively develop cooperative collection management and development programs</i> 	<ul style="list-style-type: none"> Provide updates on activities to EC at each meeting.

Action Item	Charge	Strategic Initiatives Addressed	Timeline
(H) Assign issues concerning database licensing to MERAC	<ul style="list-style-type: none"> Explore the feasibility of the initiatives suggested and report findings and recommendations to the EC Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> <i>Expand licensing program to include database negotiations for consortial licensing of more products currently licensed by individual members</i> <i>Pursue consortial purchasing opportunities beyond information products</i> 	<ul style="list-style-type: none"> Provide updates on activities to EC at each meeting
(I) Assign issues concerning MCO responsibilities to MCO	<ul style="list-style-type: none"> Investigate and make recommendations on issues identified Develop a checklist of statistical information that is collected for use by institutions Provide training on how to retrieve statistical information Develop a process for getting user input on web site design and usefulness and update the web site Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> <i>Eliminate duplication in the union catalog (in cooperation with MCDAC)</i> <i>Develop assessment tools and statistical information for assessment activities at the institutional level</i> <i>Fine-Tuning Priorities</i> 	<ul style="list-style-type: none"> George will allocate issues of concern to appropriate staff and provide update on actions taken to EC at each meeting

Action Item	Charge	Strategic Initiatives Addressed	Timeline
(J) MCO Training Coordinator will appoint a training Task Force	<ul style="list-style-type: none"> ▪ Appoint a task force to explore the possibilities and gauge interest in training assistance from the MOBIUS membership (i.e. train-the-trainer, tutorials, certification, etc.) ▪ Report findings and recommendations to the EC ▪ Identify possible sources of funding for new projects recommended 	<ul style="list-style-type: none"> ▪ <i>Develop online tutorials for staff and patron use</i> ▪ <i>Other training identified in the Fine-Tuning Priorities</i> 	<ul style="list-style-type: none"> ▪ Mark - Appoint Task Force by September 2005 ▪ Report findings to EC by March meeting