

## COORDINATORS MEETING

Minutes for May 27, 1998

Present: Robin Kesphol (UMC Ellis), Randy Diamond (UMC Law), Brenda Dingley (UMKC), Nancy Stancel (UMKC Law), Ellen Grewe (UM St. Louis), Andy Stewart (UMR), Richard Amelung (SLU Law), George Rickerson (LSO), Janet Jackson (LSO), Gary Harris (LSO)

### LSO Update

- G. Harris reported on the successful RAID installation. Gary was complimented on keeping everyone well informed of how the installation was progressing. He mentioned that he felt that both the create lists and update functions were running faster since the installation.

-J. Jackson reported on sending bib. records to BNA for table of contents (TOC) enrichment. Since we haven't sent anything since last October and BNA has file size limits, this transfer of records had to be broken into four separate files. The first two files have been returned and will be loaded. MQCC determined that there was no need to have a special BCode 3 to indicate that a particular record had been sent to BNA for TOC enrichment. Consequently, LSO will continue to use "e" to indicate that the bib. record is "out" either for enrichment or for authority work.

Robin asked if we should re-examine the frequency that records are sent for enrichment. She suggested BNA's Express service which promises a 24 hour turn around. LSO will check with BNA to find out if there is a maximum number of records that BNA can handle at a time. Furthermore, III has a system output limit of 30,000-40,000 records. Currently it takes a couple of days to collect the records for a quarterly shipment. After some discussion, it was agreed that a monthly frequency would be optimal. ACTION ITEM: LSO will arrange for the change in the TOC enrichment service to TOC Express.

### INN Reach

-G. Rickerson stated that he would like to pull together the list of changes we would like to see in the MIRACL testpac and send them off to III so that they can reload the file. He requested that we examine the file, review the comments already posted to the list and either concur or disagree. Shelly Reed is testing the INN Reach circulation modifications we have requested. Robin asked if the MIRACL load would have a negative impact on the MERLIN system. George said that since all the indexing is being done on the MIRACL machine, MERLIN should be unaffected.

### Mobius

-George said that the memorandum of understanding has been sent to Missouri college and university presidents. The deadline for either returning the signed document or designating a representative in the Friday (May 29, 1998). He's had about 12 responses so far from the 50-80 potential members. There will be a Charter meeting on June 5, 1998. Voters include only those institutions which have signed the agreement or who have designated a representative. The Interim Executive Committee of 10 people consists of eligible members of IMPALA plus four at-large members. They will conduct the business of Mobius until Sept. A

consultant has been hired to write the job description for the Executive Director and the RFP for the host institution. The RFP will be released in early August with selection in early October. The Executive Director will be chosen after that.

Concerning selection of the system platform, George indicated that he was not in favor of doing an RFP although there are Mobius participants who think we should. The Task Force feels that the "MERLIN model" could be more easily and efficiently implemented. The Legislature has already appropriated the funds; the bill is awaiting the Governor's signature. (\$3.5 million/yr. for three years) An on-going budget needs to be established.

#### Authority Control RFP

-George indicated that responses to the MERLIN RFP for an authority control vendor are due on June 1, 1998. The announced stated that selection could be made as early as June 5. After George examines the responses to insure their compliance with the mandates, he will send copies to all the coordinators by overnight mail. Consensus held that Robin Kesphol, Kathleen Schweitzerberger, and Richard Amelung would review the responses in detail, but all committee members should examine the submissions and report their observations.

#### Paid Enhancements

-At IUG, George met with Jerry Kline and Sandy Westfall. George felt that the discussion was positive, but the ball is now in III's court. In addition to those enhancements that were decided upon previously, Robin and George proposed that III make changes to the SCAT tables so that they would function in a consortial environment.

#### ILL

-George and Robin reported on the MERLIN ILL meeting. Tomorrow the MIRACL Board of Governors will discuss this topic further. George is considering going to III with a few people to work with III's ILL enhancement team so as to encourage development of this product along the lines which will allow MERLIN libraries to take fuller advantage of its capabilities. A lengthy discussion ensued concerning the ILL product, its implementation at MERLIN sites, and what role it plays in the broader activities of an ILL department.

#### New Product Requests

-Since we have no mechanism to submit requests for the purchase of new III products, it was decided that this function follow the same guidelines as those established for Paid Enhancements with the following modifications:

- 1) Each committee may still submit two requests to the Coordinators. These may be paid enhancements or new products.
- 2) Requests should be submitted by December 31st each year to coincide better with LSO's budgeting process.
- 3) Normally, such requests would have a minimal dollar amount of \$7,500. George mentioned that he is going to ask III for a Millennium expansion proposal.

#### IUG Meeting in Nashville

-The Millennium reports merely the output in a delimited file of the existing canned reports. Many of the Millennium reports will not function

in the consortial environment.

-The Core Competencies Workshop was well received. George indicated that he would like to see such a program implemented.

-When III says that they are closing a call, they mean that they feel that they have done all the can/need to satisfy the user. It is up to the user to test the corrective measures, and if still they find that the fix has still not resolved the problem, to request that the call be reactivated.

Review files

-ACTION ITEM: The Coordinators requested that LSO buy another block of 40 review files. The size breakdown should include 2 @ 100,000 records, several @ 10,000 and 20,000 records the remainder at smaller sizes at the discretion of LSO.

Archiving of MERLIN documents

-B. Dingley began the discussion of who is retaining the archive of the MERLIN committees' records. UM rules require the making of a paper copy of all email regarding university decisions before the email is deleted. George felt that everyone should keep what he/she felt was important. LSO does not have the staff to compile, index, and maintain an archive. He felt that the essential documents to be retained include: agendas, minutes, standards, action items, and documents. LSO is working toward making most of this type of material available on the LSO website, but this will not be available in the near future. George stated that he is not aware of anyone not being able to do his/her job because they couldn't find the appropriate documents. It was agreed that, at least at the committee level, each committee should discuss how it plans to handle the maintenance of its documents and the transmission of archival materials to new chairs.

Service Level Agreement

-George provided the following background: When R. Carusoe became CIO, it was felt that the relationship between the UM campuses and LSO should be formalized. With implementation of SLU's participation in MERLIN, a service level agreement was established between SLU and LSO. Some within the UM system felt that with the implementation of Mobius, they might want written assurance that their needs would be met. Therefore, the purpose of the document is to identify the libraries' expectations, services LSO will perform, and the responsibilities, both quantitative and qualitative, of both parties. George requested that we review the document and offer suggestions by mid-August. This document will serve as a basis for the Service Level Agreement between individual libraries and LSO. Special work performed for a particular site or to define a unique relationship will be handled in an addendum. However, all agreements will need to be approved by all the UM directors.

Robin asked that we take this document back and discuss it at the local level and be prepared to revise the document at the July meeting.

Future meeting dates

-The following meeting dates were set for the Coordinators' Meetings: 7/1, 8/19, 10/7, 11/4, and 12/2/98

Respectfully submitted,

Richard C. Amelung

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