

Minutes: MCRC Meeting  
October 24, 2000

The MERLIN/MOBIUS Circulation committee met on  
October 24, 2000 at the University of Missouri-St.  
Louis

Chair Amy Arnott presided.

MaryAnn Samson recorder

Present: Terri Knouff (UMC-HSL), Resa Kerns  
(UMC-Law), Mary Jo Barbush-Weiss (UMR), June DeWeese  
(UMC-Ellis), Gary Harris (MCO), Mary Anderson (UMKC  
MNL), Scott Peterson (UMR), Amy Arnott (UMSL), Doris  
Beeson (SLU Pius), Barbara Hufker (UMSL), MaryAnn  
Samson (SLU Law)

### I. Statistics

Discussion of MERLIN statistics occupied the  
morning. It was discovered that the statistical  
function A > Reports on ALL circulation ACTIVITY by  
terminal, location & time was not accurate  
May-September 1999. Therefore this function should  
not be used for retro statistics. The statistics  
in C > CHECKOUT activity by patron and item codes  
are correct. In the statistics listing the terminal  
# is equivalent to the statistical group. To view  
terminal numbers go to system codes , G edit  
statistics group names.

Gary Harris came up with the idea of creating a new  
location served and log in for statistical purposes  
only. This is one way that can be used to gather  
statistics for the group that is needed. Locations  
need to be entered in the locations served table for  
the new group. Then a log on is created to go with  
that group. Gary Harris has created one group for  
all of MU, called MU all. Borrowing statistics can  
be done running a report for each location served.  
Another way is to create a system report for your  
institution, subtracting your institution checkouts  
and the result is what you borrowed. The Committee  
thanks Gary Harris and Robin K for their work in  
creating the statistical package workaround.

The easiest way to gather statistics is through the  
Innopac Millennium Web Management Reports. Access  
to the reports are through the address  
laurel.iso.missouri.edu\manage. The institution in  
the top frame does the lending. MOBIUS loans will  
show at the bottom.

A question arose as to when a hold was filled. The hold is filled when the patron checks out the book. If the patron does not pick up the book, a checkout does occur and therefore there is no statistic to be gathered.

A consortium statistical report is not working as yet. The consortium report will give statistics on home library which will show what is borrowed in and out of the cluster. No date as to when the function will be fixed.

George Rickerson, relayed via Gary Harris, requested that any MOBIUS statistics that can be contributed to the MOBIUS Access Committee would be appreciated. MOBIUS statistics should be sent to Judy Fox. UMSL did statistics and the longest run took 45 minutes. As they went backward, it took less time.

Statistics will continued to be discussed at the next meeting. CLIO is the best way to gather traditional interlibrary loan statistics. Gary Harris should be contacted for those needing a procedure on counting titles vs. volumes.

## II. LSO/MCO update

Gary Harris has been working on statistics. Alan is working on the MERLIN machine.

## III. Approval of minutes

Either address will work but should use Missouri... The circulation contact list along with those who are in clusters should be sent to the help desk. Barb Hufker moved to accept, Mary Jo B seconded, minutes were approved.

## IV. MOBIUS checkout limit

The MOBIUS 10 book checkout limit is causing problems in the Arthur cluster. June DeWeese said that walk-ins alone are taking 10 books. Since their limit has been reached the patrons are submitting traditional interlibrary loan requests. Barb Hufker reported similar problems at University of Missouri-Saint Louis. This puts additional burden on traditional interlibrary and is not solving the problem. The Committee supports raising the limit to 20 books for undergrads, p type 204. The current limit is 10 for undergrads and 20 for grads. The MRCR representative to the MOBIUS Access Advisory Committee will relay our concerns.

## V. Lost book policy

University of Missouri-Columbia is raising their

replacement cost to \$175 per item in MERLIN. They are also changing the notice wording to "lost book fee." University of Missouri-Columbia is always willing to look at a replacement item. One of the reasons for the cost increase is that patrons are taking out high priced books, paying for them and then selling the item on eBAY. Barb Hufker suggested that when a book is put in-transit that the borrowing library should be absolved from charges. The current thought is that patron initiated requesting should following the traditional interlibrary loan method in which the borrower is responsible for the items until the item is returned to the lending library.

#### VI. Y-T-D field (when to zero it out)

It will be left up to the circulation person at each institution when to zero out their records. A create list of items is created and a rapid update is performed. MaryAnn Samson moved to accept, Barb Hufker seconded , motion approved.

#### VII. MOBIUS reports

The reports can be run at any time. The reports to run are:

MOBIUS items with PAGED status for more than 3 days

MOBIUS items with REQUEST status for more than 3 days

MOBIUS items with RET'D status for more than 3 days.

The Help Desk can be contacted for help in finding out what library to send books to when the location is not listed or the abbreviation is unclear. Hold shelf clearance reports are not produced by MOBIUS. Therefore we need to check our hold shelves for MOBIUS items not picked up.

#### VIII. Committee memberships

The MERLIN committee structure is on the web page. The MERLIN directors will be meeting November 7, 2000 and will be looking at the document. Gary Harris has given a rooster of the current members to the directors. Each institution can have up to three members at a meeting but has only one vote.

#### IX. Combining MCRC & MILL

The concept of merging the two committees was brought up in March. One drawback was that the ILL staff by be bored by the circulation issues. A group suggestion was made to combine the committees but designate two meetings per year for ILL preferences with two meetings being circulation issues only. Pluses mentioned were that that there

would need to be only one listserv and one committee would be more productive. Resa Kerns will make a proposal to the MILL Committee via the listserv. If the ILL members agree, Resa and the circulation chairperson will then take the proposal to the directors.

#### X. Old MERLIN Holds

Everyone is reminded to look at their holds and clear out problems. It appears that the holds have never been cleaned up and the file contains over 3,700 records.

#### XI. Election of new MCRC chair

The Committee thanks Amy Arnott for being the chairperson and the representative to the MOBIUS Advisory Access Committee. A question arose as to how the chairperson was elected. Some coordinator minutes indicated that they suggested rotating by institution. The web states that the chairs are to be elected by members. MaryJo Barbush-Weiss volunteered to serve as the new chairperson. Barb Hufker moved to accept the motion, MaryAnn Samson seconded and the vote was unanimous. MaryJo Barbush-Weiss is the new chairperson of the MCRC Committee.

The meeting adjourned around 2:30p.

The next meeting will be January 10, 2001.