MERLIN Access Services Committee Meeting, October 14, 2003

In Attendance:
Mary Anderson (UMKC - recorder); Mary Jo Barbush-Weiss (UMR); Jenny Bossaller (LSO/MCO); Lisandra Carmichael (UMSL – TJ); June DeWeese,(chair UMC); Ted Ficklen (UMSL –Barnes); Liz Glankler (SLU – Law); Christopher Gould(LSO/MCO); Tamara Guilford-Davis (UMC Law) ; Barbara Hufker(UMSL); Shuqin Jiao (SLU – Pius); Terri Knouff (UMC); John Meyer(UMC); James T. Morisaki (UMR); Mary Ann Samson(SLU-LAW); Caryn Scoville (UMC); Mary Wood (UMC); Mary Zettwock(UMSL)

1. **Welcome and Introductions:** Two new members of the committee were introduced and welcomed: Lisandra Carmichael, Interim Head of Access Services at UMSL Thomas Jefferson and Shuqin Jiao, Head of Access Services SLU Pius.

2. **Approval of July meeting minutes:** The minutes had been posted to the listserv and minor changes had been made at that time. Anderson moved that the minutes be approved, Meyer seconded, and the motion to approve was carried. These minutes have been posted to the MASC website.

3. **MCO Update:** Bossaller discussed recent problems with the MERLIN system that have caused down time that include:
   a. Innovative did not take into consideration the additional space requirements for the latest software build (i.e., Rls. 2002, Phase 3).
   b. A problem with the network switch that provides connectivity for the MERLIN system which has been resolved.
   c. A hardware problem that will require the installation of a new motherboard.
   Updates on these and other situations will continue to be posted to the listserv. Please make sure weekend workers have access to this information.

   Gould discussed problems with the patron loads which include: terminated UM employees being included in the MERLIN load, retired benefit eligible UM employees not loading with correct expiration dates, some UM employees loading with no phone numbers, and UMKC faculty/staff loading with a January expiration date (as opposed to date plus one year expiration). Gould is working with the PeopleSoft team to correct these problems. He will keep us informed of the progress via posts to the listserv.
   MU, UMR, and UMSL will join UMKC in its request that non-benefit eligible faculty (adjuncts) be automatically loaded on MERLIN.
   Gould reported that MCO is currently working with data mapping for the student migration to PeopleSoft so People Soft can supply a ready to load file with the spec MCO gives. Due to time constraints, we did not have this luxury with the PS migration with Human Resources. UMR is expected to migrate to PS with their student records in December.
   Gould is continuing to investigate the multi-campus indicator to solve the access to databases problem for dually enrolled students. PS team says that a multi-campus indicator should work.

4. **Pick up Anywhere Beta Test:** Pick Up Anywhere in its basic form would allow a patron from cluster A to request a book from cluster B and pick up that book at cluster C. This function could be very useful for many of our students especially those in distance education. Unfortunately, while PUA works well in stand alone libraries (e.g. OHIOLink), it is not working in the cluster environment. Jim Dutton (MCO) reported that III is working with MCO to find a way to make this work for MOBIUS. The MOBIUS beta testers (this includes MU Ellis staff) will begin another test of PUA after October 28th. DeWeese will keep MASC informed of the progress of PUA throughout the testing period.

5. **INN-Reach Enhancements:** The committee discussed the INN-Reach enhancements that are now available with Release 2002, Phase 3. The committee agreed unanimously that MERLIN would support the activation of the following two enhancements. If approved by MAAC, these enhancements will be implemented after MOBIUS is upgraded to Phase 3
   a. Renewal at Owning Site: Items will be renewable at the library that owns the item. The new due date will be communicated to the patron site and the virtual item will be updated with the new due date.
   b. Local server configured to prevent the printing of INN-Reach paging slips for items that are already checked out.

6. **Addition of Information to the "Request" page in the MERLIN Library Catalog:** Even though "deny if locally available" is turned on for all of MERLIN, UMKC has chosen not to scope IP address in order to allow paging between branches on campus. Unfortunately, this allows patrons to request MNL books to be pulled and placed on the MNL holdshelf (the same with Dental and HSL). The library staff routinely cancel these "paging request" and notify the patron that we do not offer this service. UMKC had asked if wording could be added to the web version of the MERLIN Library Catalog at the point of a request to let students know that MERLIN Libraries do not offer the service of pulling books to be placed on the holdshelf of the owning library. The committee decided against adding the wording as they felt it would confuse the patrons on the other 4 campuses where this is not an issue.

7. **Statistics – Difference in what is sent out in Lanter and what is reported on MCO website:** MU staff manually count each "outgoing" MU book (those that are going to fulfill holds/requests, not returns) before the items go out on Lanter. They have noticed a significant difference in the number they have and the number that shows up on the MCO statistics (the MCO stats are consistently lower). Some of the difference can be accounted for because the time on the hold shelf creates a delay in the checkout period making it a rolling month. It was also suggested that this number is different because many students end up not checking out materials they have ordered. The committee members agreed to give June DeWeese a count of the number of MU items pulled from the holdshelf during the month of November. Everyone should keep track of the number of MU books that are pulled each time you run "clear the holdshelf" during November. Also keep track of MU books you return because you manually canceled the hold at the student's request.

8. **Circulation Standards Draft** The draft that Mary Ann Samson and June DeWeese created was discussed. Minor changes were made. Mary Ann Samson will post the revised version to the listserv. Once the changes are approved, the standards will be posted to the MASC pages on the MCO website.

9. **Reserve Standards Document Revision Draft** The draft that Mary Ann Samson and June DeWeese revised was discussed. Minor changes were made. Mary Ann Samson will post the revised version to the listserv. Once the changes are approved, the standards will be posted to the MASC pages on the MCO website.

10. **Tub Inventory:** June DeWeese reported that the project to number the tubs is going well. We have accounted for over 100 tubs which is much more than we have "counted" in the tub inventories of the past years. Many thanks to Brenda Dingley, UMKC MERLIN ILS Coordinator, for suggesting numbering the tubs. A reminder: please try to keep the lids and tubs matched up (#45 lid should stay with #45 tub, etc).

11. **Reminder to send a copy of the bills:** Please send a copy of any and all bills that are sent to other MERLIN patrons for your books. Send bills to the following people:
    a. **SLU Pius**   **Jamela Bagarinao**
    b. **SLU HSC**   **Patrick McCarthy**
    c. **SLU Law**   **Mary Ann Samson**
    d. **MU**   **John Meyer**
    e. **MU Law**   **Tamara Guilford Davis**
    f. **UMKC**   **Barbara J Schneider**   (if e-mailing please choose Barbara **J** Schneider)
    g. **UMKC Law**   **Nancy Morgan**
    h. **UMR**   **Jane Driber**
    i. **UMSL**   **Barb Hufker**

12. **Review of MASC Committee List:** The on-line list was reviewed and updates made. Please review once again to make sure your campus' information is correct. http://mco.mobius.missouri.edu/article/archive/102/

13. **Next meeting:** February 18, 2004

Respectfully submitted by Mary E. Anderson, UMKC