

MERLIN ACCESS SERVICES COMMITTEE, APRIL 2, 2002

Attending: Mary Jo Barbush-Weiss, chair (UMR), Larry Ruzich (UMKC), Mary Anderson (UMKC), Christine Robben (UMKC), John Dethman (MU LAW), Mary Wood (MU ELLIS), June Deweese (MU ELLIS), Mary Ann Samson (SLU LAW) Doris Beeson (SLU PIUS), John Meyer (MU ELLIS), David Snead (UMSL TJ), Gary Harris (MCO), Kurt Kopp (MCO), Ted Ficklen, recorder (UMSL BARNES).

1. How do we get what we want from the Depository?

There are journal volumes without item records. If you have a problem getting a specific volume, you can email James Keyzer-Andre at the Depository. June is working to get these records identified-if there are items you have not been able to obtain, for whatever reason, let her know.

2. How do we reconcile lost books within our cluster? Do we want money or replacement copies?

If you have a patron that wants to clear their record of a lost book, it is best to contact the owning Library to see whether they will accept money or a replacement copy. Most of us will probably accept replacement copies, but it's better to decide this on a case by case basis. UMKC & UMR both include a note on their bills indicating that the billed amount is a default figure and actual fees may vary according to the actual replacement price of the book.

It is also best to leave the fine on the patron record and let the owning library clear it, once they receive the book or the money, in case there are local accounting issues.

3. Where do the black bags go?

We all have our suspicions. MERLIN and Washington University are the only two clusters that use bins. Everyone else uses those itty bitty bags for everything and that's a lot of bags. Technically, if you run out of bags on a given day, you can use boxes or envelopes, but being Librarians, we are also concerned about never getting our boxes and envelopes back. Last year, it proved comforting to do a tub inventory, so we will do that again this summer. On August 15th, everyone should count how many tubs they have laid hands on that day.

4. Lengthening time on holdshelf for MERLIN items

Current time a book should stay on the holdshelf is 7 days, before it is cleared and sent back to the owning library. This doesn't seem to be quite enough time at UMKC. Due to constraints of Lanter delivery times, the notice printing schedule, and the length of time it takes for notices to go through the mail, many UMKC patrons do not receive notice that their holds have arrived until the day before the

item is due to go back to the owning library. Some of us around the table will see about changing our loan rule to ten days and see if that makes the problem go away.

5. Proper Addressing of Bookbands

Ted presented an instructional handout on how to fill out MERLIN and MOBIUS bookbands.

6. MERLIN renewals when Overdue

The question was raised whether MERLIN Libraries allow patrons to renew their own items once the items become overdue. The UM Libraries all do, but somehow, SLU does not. No one can quite figure out why this should be so, but Doris and Mary Ann will do some testing and get back to Gary Harris. Whatever is set down in SLU's loan rules will be adjusted.

7. MOBIUS ACCESS ADVISORY REPORT

Mary Jo and Scott are still doing recall tests. Recalls still aren't producing notices as they should.

The Mobius ARIEL users list is on the Web now.

MOBIUS Circulation policies will be posted on the Web too. Mary Jo passed out A paper copy of the policies that the MOBIUS Access Advisory Committee will vote on at their next meeting. No further changes were proposed.

8. 2002 INN-Reach Circulation Enhancements

Mary Jo passed out a list of proposed INN-Reach enhancements. We ranked them as follows:

First Priority: Page 8: 16, 21, 23, 22, 34, 33
Page 9: 50

Second Priority: Page 5: 15
Page 6: 28
Page 7: 35, 32, 42

Third Priority: Page 1: 41
Page 4: 53, 55
Page 7: 17, 25, 19
Page 8: 1
Page 10: 12

9. UM Faculty Staff Patron Loads

A) Once everything is loaded from the "legacy" system to PeopleSoft and we are assured it works, we need to be able to distinguish between part time and full time. We have a list of the categories active in PeopleSoft but those are not sufficient to our needs.

B) Short term or contract employees need to show an accurate end date on the patron record.

C) The system should be flexible, allowing each campus to make its own distinctions about different types of patrons, but we all agreed to wait and see what happens when the loading is all done. It would be best to collect specific examples of the special patron types you desire and we will see what's possible.

With a great sigh of relief and happiness, the meeting was adjourned. Next meeting is set for July 9th.

Respectfully submitted by
Ted Ficklen
Ward Barnes Library, University of Missouri-St Louis

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