

MERLIN Acquisitions/Serials Control Committee (MASCC) Meeting
LSO Conference Room
14 May 1997

Minutes

Present: Bette Stuart (UMC), Linda Hulbert (SLU-HSC), Patrick McCarthy (SLU), Richard Amelung (SLU-LAW), Rhonda Glazier (UMC), Becky Merrell (UMR), Fay Watkins (UMR), Sandy Parkinson (UMC), Andy Stewart (UMR), Ellen Grewe (UMSL), Joyce Edinger (UMSL), Janet Jackson (LSO), Suzy Bent (UMC), Hunter Kevil (UMC), Janet McKinney (UMKC-LAW), Scott Stangroom (SLU), Jan Herweg (SLU-LAW), Jean Parker (SLU), Jack Montgomery (UMC-LAW), Carla Paul (UMKC), Robert Cleary (UMKC), Brenda Dingley (UMKC)

Robert Cleary (UMKC) agreed to take minutes. Jack Montgomery (UMC-LAW) will be responsible for the taking the minutes of the next meeting.

The minutes of April 2nd, 1997 were approved without corrections.

Announcements: Patrick McCarthy announced that St. Louis University received Acquisitions training on April 29th through May 1st. Brenda Dingley mentioned that calls have been opened up with III for questions on approvals loading tables and the public display of serial checkin notes. No answers from III have been received yet. Janet Jackson mentioned that Shelley Reed is no longer our trainer and we may have to appeal to the Head of a Team to get questions answered. The main question with Approvals loading is the lack of a matching field for detecting duplicate bibliographic records. Vendor supplied records have no OCLC number to match with existing Merlin records. In the public display of checkin records, the note field cannot be viewed by the public. Some libraries have been using the Identity field for public information.

LSO updates: Janet Jackson passed out a handout on System options for Acquisitions and mentioned that only UMKC and UMKC Law have asked for changes to fields that print on purchase orders and claims. Certain functions that only Innovative could turn on can now be changed by LSO on an accounting center basis.

George Rickerson reported that barcode validation was turned on the night before and one problem has been discovered. This function is preventing items to be put on reserve. The program will report an invalid barcode, and if there is no duplicate barcode, will allow the input of an invalid barcode. The Cataloger's Workstation and four SCAT tables have been ordered but not received. The Web version of Merlin is now available to everyone and MRSC is examining the display. There is no Web version of the Merlin Gateway screens yet.

Load projects: The 930 load is finished. LSO is working with III

to develop a load profile for the GPO records that were in Lumin. 18,000 of the Autographics GPO records need corrections and will be worked on this summer. The MU retrospective records have been loaded. The items for 4% of each 1000 titles have been attached to the wrong bibliographic record. There are 24,000 potential instances of this problem. LSO is trying to find a good way to find these records. Richard Amelung asked about the 010 field load. George replied that LSO needs to send test records and fix the profile with III. This will be the last load that uses that index.

George went on to mention personnel absences in the coming months. Gary Harris is now working half-time and is expected back June 1st. Vivian Lee will be gone for 6 weeks beginning on May 19th. Betty Berryman and Janet Jackson will be left to handle maintenance and crises. OCLC loads may be delayed during this period.

Janet Jackson mentioned a problem with 930 loads for records deleted after the migration of Lumin to Merlin. If no bibliographic record is found, the program inserts a bib. record with a title only and a catalog date of 2/9/95. There are 32 records of this type. Janet will compile a review file and then post an announcement to MACQ-L so the various campuses can create subboolean files for their location to find and fix their records.

Janet Jackson mentioned that LSO has been seeing review files created that do not follow the naming convention or were very small in relation to capacity. These are the first candidates for deletion when files are needed. There is no budget money to get additional files and it will be up to the various campuses to make a case for purchasing additional files. A discussion ensued about the need for more files and the general consensus was that certain times of the year, such as the closing of the fiscal year, would require heavier usage. Brenda Dingley mentioned that UMKC uses an average of 10 files for a two week period at the end of the fiscal year and that circulation processing during this time next year will also require many review files.

Janet Jackson resumed the discussion of System options for Acquisitions. There are a limited number of settings that can be determined by Accounting Unit. If there is no agreement, individual setup can be arranged for most options. Option 12: "Invoice total on invoice register in local and foreign currency" cannot have an Options Group.

Andy Stewart distributed a handout describing how UMR has set up their funds and asked for feedback from the group. UMR's fund structure accounts for material types within the fund rather than using codes from the order record. Each fund has a fund, type and department represented by a 3-part numeric code. The advantage of this is that fund reports suffice for reports of purchases by material type. If this would suffice for all reporting

requirements, the majority of the work is in the initial setup. Rhonda Glazier thought that learning the numeric codes might be hard for staff, yet Jack Montgomery believed that the numbers would be internalized over time. UMC uses a combination of alpha-numeric codes with the first four letters defining the subject and a number for 4 order types (monographs, approval, periodicals and standing orders). UMC-LAW uses ten funds that describe material type only. UMKC uses alpha funds divided into firm orders, new serials and current serials. Brenda Dingley explained the use of the new serials fund, which receives no appropriation. Since all current serials are encumbered when appropriations are entered, any expense for new serials comes out of the firm order fund balance.

Brenda went on to talk about the various statuses in the order record and how they tell the system to treat encumbrances and payments. Status "o" encumbers the estimated price. When an invoice is paid on a status "o" record, the estimated price is disencumbered and the paid amount expended. Status "f" has no encumbrance function, and payments on status "f" records only expend the paid amount. Status "g" records ignore the estimated price and disencumber and expend the paid amount. At UMKC, all appropriations for serials are encumbered for the full amount as appropriations are entered. If no appropriations are entered and records have a status "g", the system will disencumber the paid amount. This will result in a negative encumbrance balance. Status "f" is recommended for serials that have no appropriations.

At UMKC, no appropriations are made for new serials and are paid for out of monographic funds for the first year. The status "c" is entered for these records, and functions just as "o" does. As part of the fiscal closing process, all new serial records that have been paid are converted to status "g". The amounts expended on new serials are then included in the next year's appropriations for serials. Any over-expenditure of regular serials is adjusted on a regular basis by taking available monographic funds. It is possible to end up with a negative balance on a particular fund, which can be carried over to the next fiscal year.

Acquisitions/Serials enhancements rankings: The votes for all enhancements were counted and after discussion, the group decided on the following rankings:

Acq. Enhancements	Ser. Enhancements
5,4,13,7,2	13,2,3,4,15

Fiscal closing: Brenda began by mentioning that the chapters on fiscal closing that appear in the Innopac Release 10 manual begin at record # 47778 and end at #48133. Handouts on reconciling encumbrances, the fiscal closing procedure used by UMKC and a copy of the Innopac Posting Register Log were passed out. To prepare for fiscal closing, a date somewhere in the middle of

June is picked to cease all financial activity. After this date, a full set of financial reports showing fund activity are printed. Prior to closing, much of the time is spent looking for problems with encumbrances. A statistical report on a file comprised of all outstanding encumbrances is generated and the total is compared to the figure listed on the financial report. Any adjustments that need to be made are done before fiscal closing.

Brenda explained the handouts, which show examples of double disencumbrances and payments on cancelled records from posting registers and the adjusting entries needed to correct these problems.

As part of the Closing procedure, Brenda demonstrated how the current fund balance file can be copied to the old balance file. In this manner, the current and the previous year balances are retained. UMKC annually changes all -n funds to -s, status d to status g, using the Transfer funds program. For any transfer fund function, it is better to run the program on a boolean file, otherwise funds on all orders will be changed. Using the Initialize fund balance program, all appropriations and expenses are set to "0" for most funds and encumbrances are not reset, but carried over to the next fiscal year. Clearing the payment history file is the next step and is done monthly and annually. Funds can be deleted at this time in Fund Maintenance. Approximately 2 hours are needed for closing. Appropriations for the new fiscal year can be entered at any time after closing.

Brenda mentioned that UMKC tested the call number report available in Statistical reports and found that it was not working correctly, and would be discussed with LSO. Campuses can't select their own SCAT table when running this report.

A discussion ensued about Approval loader tables, which are needed for each Accounting Unit that has an approval plan. If a unit has 2 approval plans, they need 2 loader tables, but it may be possible for units to share a table if they have the same vendor. The duplicate bibliographic record problem needs to be pursued by working with vendors and III.

Janet Jackson mentioned that the program to Rearrange items has been run on the database one time so far. LSO will run the program one more time and then will have to give the program back. III created the program especially for us and is not generally available as an III product. When run, the program was very time consuming. After the 2nd pass, it will be up to individual units to rearrange their items manually.

The next meeting was set for July 30th, 1997 with Approval loads and the Serials checkin noted as agenda items. If there is no full agenda by that time, the meeting will be rescheduled. The group decided not to set meeting dates beyond the next meeting. For those members who also belong to other Merlin Committees,

Wednesday is still the best day for meetings.

Janet Jackson mentioned that in the future she would like to use the notice portion of the Main menu for emergency messages. There are only 3 lines available, and the last line is supposed to be available to III. The usual message is about OCLC loads. This change won't be made until Vivian returns to LSO.

Respectfully submitted,

Robert Cleary
UMKC
May 28, 1997