MERLIN Coordinators Meeting
Minutes for July 1, 1998

Present: Robin Kespohl (UMC Ellis), Randy Diamond (UMC Law), Ellen Grewe
(UMSL), Bob Heyer-Gray (UMR), Brenda Dingley for Helen Spalding (UMKC),
Nancy Stancel (UMKC-Law), John Huang (SLU Pius), Dennis Krieb (SLU-HSCL),
Richard Amelung (SLU-Law), George Rickerson (LSO), Janet Jackson (LSO),
Gary Harris (LSO)

1. LSO Update
    a. INNReach:
George reported that he anticipates starting the MIRACL load shortly.   He
hopes to get Circulation training scheduled this week. So far we do not
know how training will be done, though Gary stated that III typically
schedules two days of hands-on training for this function.

    b. Mobius:
George reported that Mobius, having selected an interim Executive
Committee, is now working with a consultant on writing a host-site RFP.
The RFP should be released in early August, with selection by early
October. UM will submit a host-site proposal, subject to the condition
that III is the system platform. The UM proposal will use MORENet as a
model, though the exact reporting structure is still under discussion.
George emphasized that LSO is not proposing to become the Mobius staff as
well; Mobius would be a separate entity with different staff.

    c. Authority Control RFP:
George reported that the authority control RFP was awarded to WLN.   The
next step will be to output the MERLIN authority file for WLN, as the BNA
history file is not available. WLN is negotiating with BNA to use their
TOC file; there is a possibility that WLN will be able to do TOC enrichment
as well as authority control.

    d. Review file purchase:
George reported that the 40 review files approved for purchase at the last
Coordinators meeting had not yet been purchased, as LSO ran out of FY98
funds. They will be purchased out of fy99 funds.

    e. Archiving MERLIN documents:
Gary reported that he has started working with a program to archive the
MERLIN committee listserv messages. He proposes to continue to post
minutes to the committee web pages. Instead of the now outdated
outstanding issues lists, Gary proposed that he create a table of action
items from each committee, starting with all items now pending.

    f. MERLIN Committee Structure Document:
George reported that the Directors are going to be reviewing the "MERLIN
Committee Structure" document, so committees should look at this document
as well. (This is on the LSO home page). Gary was requested to post the
url to all the listservs.

    g. LSO new position:
George also reported that he received funding for a new position in LSO to

manage licenses and demos for electronic products. He will be advertising as soon as possible. George is also now working on getting databases approved by the Directors set up, and is working with MRSC on the problem databases.

    h. Release 12 enhancements:
Gary also announced that he received a summary list of Release 12 enhancements, which he will put on the LSO home page. He will password this page and send the password out via the MERLIN committee listserv.

2. Paid enhancements/new products request process:
Robin led discussion of the draft proposal sent to the coordinators listserv 6/25/98. The following changes were agreed upon:
- Approved requests of less than $7500 purchase price will be submitted to LSO, rather than the Library Directors.
- Requests for products/functionality must contain description, with examples if appropriate, and justification for their purchase in terms of benefits to patrons or productivity to staff.
- Cost should be included if known.
Robin agreed to revise the draft document.

Apropos the discussion, George mentioned that he planned to ask about the paid enhancements already submitted when the ILL group visits III next week. He is also waiting for a price quote from III on the Millenium modules.

    3. Service level agreement:
Robin led discussion of the draft service level agreement. George explained that the draft was taken from the agreement signed with SLU libraries, with only minor modifications to change institution names. He had not reworked the document. Discussion began with the fact that the agreement should establish a baseline standard service that will be maintained regardless of what else LSO takes on. Section 4 (Systems) will contain only MERLIN and OVID in the main body of the agreement, with additional systems named in a more easily updated Web appendix. Section 5 (Services) was expanded to enumerate the support services LSO is currently offering, with some expansion of responsibilities to be added in the areas of training and statistical reporting. The section on Liaison (5.9) was removed, as George explained that it was an artifact of the SLU agreement he had failed to remove. Section 6 (Standards) was expanded to reflect LSO's advocacy role with respect to system vendors and network service providers, and to reflect call-tracking standards. Sections 8 and 9 were removed. George agreed to send out a new draft next week.

Note1 Display:
During these discussions it was discovered that the checkin record note1, due to be turned on today, was not displaying properly, and it was agreed that we would request that the display be turned off unless it could be modified as requested earlier.

    4. Future meetings:
In view of the fact that Missouri Library Association is meeting October 7-9, the Oct. 7 Coordinators meeting was moved up to Sept. 30. Future meetings are thus: 8/19, 9/30, 11/4, and 12/2/98.

Respectfully submitted,
Brenda Dingley
UMKC