

Minutes for MERLIN Access Services Committee  
July 9, 2002

Attending: John Meyer(UMC), Tammy Green (UMC), June DeWeese (UMC), Delores Fisher (UMC), Alice Edwards (UMC-HSL), Barbara Hufker (UMSL), MaryAnn Samson (SLU-Law), Doris Beeson (SLU Pius), David Shocklee (SLU Pius), Larry Ruzich (UMKC), Christine Robben (UMKC), Mary E. Anderson (UMKC), Scott Peterson (UMR), Diane Collins (UMC-Law), John Dethman (UMC-Law), Mary Zettwoch (UMSL) recording, James Morisaki (UMR) and Mary Jo Barbush-Weiss (UMR) chair.

1. Charging for documents sent through Interlibrary Loan for MOBIUS libraries outside of the MERLIN cluster.

We had George Rickerson as a guest during this first discussion. June DeWeese (UMC) brought up the problem that in just the MU libraries, that MOBIUS is sending to MU 455 copies (borrowing), but MU is sending out 1502 copies (lending). When they look at their IFM bill it is top heavy with charges to them, but they are not getting revenue in. In other words, they are sending out a lot of free items, but those same libraries are not meeting their needs, and they have to go to charging institutions to meet their needs. With the bad financial times, MU does not feel they can continue to give, without being compensated. The members discussed whether it would be better to charge individually or to work out some compensation of net lenders by the MOBIUS system. The consensus of the members was that the possibility of compensation for net lenders should be taken to the MOBIUS Access Advisory Committee. We found out that MOBIUS is supposed to look at traditional ILL statistics each year during the 4<sup>th</sup> quarter, so that will also be discussed. Mary Jo will take it to the July 23<sup>rd</sup> meeting.

2. Black margins wasting toner on documents sent/received by ILL.

UMKC said since they have been using Prospero, students have been complaining that they are wasting toner when they are printing out their articles because so many of them are coming with black margins when they are being Arieled. It was concluded that anyone should call the offending library when that occurs and that library will fix the problem.

Black margins should be avoided. Using light colored mats around items being scanned was one solution suggested.

### 3. Distance learning.

Mary Jo wants to know how others are working with distance learners. MU has all books sent and the articles go on the Web to be picked up (Ariel 3) UMSL sends to either the nearest library that they have an agreement with and mail articles but will not mail ILL books. MU brought up the problem of "Independent Study" students that are a part of the UM system, but not registered to a library, a discussion ensued about what to do with this, but nothing was resolved.

### 4. Separating MASC back to MCIRC & MILL.

Mary Zettwoch asked that something be done, since she felt that ILL was getting lost in the combined meetings. She felt things were being discussed when she was not there and was not sure when she should attend. It was agreed when MCIRC and MILL merged, that Circulation would meet four times a year, and ILL would join Circulation in the summer. Mary Jo reminded the members that the committees originally combined at the strong suggestion of the MERLIN Directors. She understood that ILL would be welcomed to every meeting but that they did not need to come unless the discussion was relevant to ILL.

### 5. Report from MAAC

Mary Jo gave us a synopsis of what went on at the last MAAC meeting. Towers go live today. They finished the recall testing, they found that the minimum use should be set less than the regular checkout, so that was changed from 21 to 20 days. They will re-look at this in six months. MaryAnn asked if they are going to give more than one renewal and Mary Jo said that was going to be looked at. Also, the black bags were an issue. When the inventory was conducted 543 of the total bags were unaccounted for, they thought that they could have been in the Lanter facilities. They are thinking they will have another bag inventory in August, when we are also going to count the Rubbermaid Tubs. There were also some complaints that people were fastening the tie-wraps too tightly, which was causing dangerous situation for the people having to cut them. Everyone should fasten bags more loosely and it was suggested that everyone have needle-nosed pliers available to the people opening the mail. These cut through the hard plastic much easier than scissors or knives and are safer

for the handler. There were also complaints about the MOBIUS book bands. They want everyone to use the due date that is given through the system when the patron checks out the book. The lending institutions should not put a due date on the bands. Our committee also brought up the problem of institutions not putting the name of the patron on the band, just putting the paging slip in the book. Please refer to Ted Ficklen's book band procedure instructions. The question as to how to bring up a grievance about another institution was brought back, and we are supposed to send this to the MOBIUS Executive Committee.

Mary Jo passed out the "Proposed MOBIUS patron initiated circulation policies" for our consideration. The Ohio Link policy was used as a model and the MAAC suggested changes. It was discussed and we thought #13 (Charges) there should be a one year limit to getting the book fee back.

UMKC brought up a problem where one of their patrons paid another library for a lost book, and they were never told about it and still had a hold on their patron's record. They said they would not know what to do and would like to get clear procedures on how to deal with collection of money and clearing of records. We agreed that it should be done.

There was a discussion about preferring to issue payment for lost books rather than a replacement copy. Barb Hufker said she preferred paying the lost book fee since that was easiest at her library. Generally, it was felt that receiving either payment or a replacement copy would be acceptable.

We will have a MERLIN Tub inventory on August 15<sup>th</sup>; this is also the time we may be doing another bag inventory.

It was also asked how should we deal with retired staff and emeritus faculty, it was decided that as long as the home library is responsible, we did not care if they used MOBIUS.

6. Doris Beeson was elected to be the new committee chair, which will be a two-year term. This also involves the MAAC committee, the Merlin chair being part of the MAAC committee. We decided that we should have an alternate on the committee. It was decided the Chair would go and the previous Chair would be the alternate, and in the second term of the Chair's office, the Chair-elect would be the alternate. Next year we will have to elect a "Chair-elect" (or MAAC alternate who would become the next MASC chair) so they would go to the MAAC meetings as the alternate.