

**MERLIN Access Services Committee**  
**April 8, 2003**

**In Attendance:**

**Mary Anderson (UMKC); Doris Beeson (SLU Pius)(chair); Mary Jo Barbush-Weiss (UMR); Jenny Bossaller (MCO); June DeWeese (UMC); Gary Harris (MCO); Barbara Hufker (UMSL-TJ); Terri Knouff (UMC); John Meyer (UMC); Jim Morisaki (UMR); MaryAnn Samson (SLU Law) (recorder); Dave Sneed (UMS-TJ); Mary Zettwoch (UMS-TJ)**

- 1. Minutes of Meeting of November 14, 2002**
  - Approved. Jim Morisaki will post on online.
- 2. MCO update (Gary Harris reporting)**
  - Secure sockets for the layers in MERLIN and each individual cluster are now in place. Secure sockets not in place yet for MOBIUS.
  - All institutions in MOBIUS are on phase 2002-2. UMR has problems with printing due date slips. UMR will contact MCO concerning problem.
  - Gary, as the INN-Reach coordinator, will vote at upcoming conference on INN-Reach enhancements for MOBIUS.
  - Pick-up anywhere does not work in a MOBIUS style environment, as it currently exists. Volunteer clusters (MERLIN, Quest and Washington University) will test, phase 3, Beta software. Beta testing will probably start in late May. There will be an auto “kick back” to the owning cluster for requested items. Patron will be able to pick up and request items from their own library. The only pick up locations to be listed will be those that are determined by the institution.
- 3. MOBIUS paging slips**
  - A new book band for pick up anywhere is in process of being developed. The book band will be light green, the same color as the MOBIUS book bands.
  - Different color book bands have been seen. Policies will be developed that state light green is to be used for MOBIUS book bands.
  - New book bands are to be used when the institution’s current supply is depleted.
  - A plea came from MAAC to not tape the paging slip to the book band. Some libraries are sending the paging slip to the patron as notification that the item has arrived.
  - Jenny Bossaller was asked if MERLIN could drop the patron’s address on the MERLIN and MOBIUS paging slips. Jenny checked and found out that the address could not be dropped from the paging slips.
- 4. PIN’s**
  - Initial consensus is that PINS are not needed.
  - Item will be tabled to a later meeting while members exploring the implications of no pins.
  - The major issue concerns access to a patron record by another party (patron’s privacy). Would the elimination of pins allow others to access the patron record if they knew the patron’s student number? Stalkers, divorcees, live-ins, etc. were identified as those that would access to social security and student ID numbers.
- 5. “Returned too long”, “in transit” and “missing in action” lists**

- The returned too long list has become massive. A representative from each library needs to look at the list and clear off their items.
    - After the clean up, each library is to send MaryAnn Samson a copy of their remaining items with call numbers. The call numbers will be added to the master list
  - A discussion on how to handle the situation and why so many items are on the list ensued.
    - Call numbers will be added to all new entries on the master list.
    - Once the list is “cleaned up”, it was felt that the number of entries would be greatly reduced.
  - The “Missing in action” list was an idea that resulted in a book listed as in transit to SLU Law that was found on the shelves at MU Ellis.
    - MaryAnn Samson will create a test list in June.
    - The only items on the list will be those that are listed as “in-transit” for more than a month. This is not a list for missing books, only in-transit items.
    - Each library will check all the call numbers against their shelves in hopes of finding books from other libraries.
    - If successfully, the concept could be expanded to all MOBIUS libraries.
- 6. Report from MAAC meeting, 04/02/03**
- a. Longer checkout periods for INNReach
    - The checkout period will remain at 21 days with two 21-day renewal periods.
    - New faculty patron types - the standard MOBIUS faculty and Visiting Patron Faculty types can have 20 items checked out at one time. New patron types, MOBIUS Faculty 30 and Visiting Patron Faculty 30, can check out up to 30 items. If the library wishes to change faculty from the 20 to 30 limit a request must be made.
    - The number of holds has been increased for each patron type from one-half the maximum number of checked out items to an equal number. EG MOBIUS Faculty: max items = 20 max holds = 10 changed to MOBIUS faculty; max items = 20 max holds = 20.
  - b. Review of MOBIUS billing charge
    - The lost book fee remains at \$120 (\$100 with a \$20 billing fee). Many institutions wanted a lower book fee. \$70 was the fee most felt was reasonable. The issue was tabled.
  - c. Discussion/development of MOBIUS settlement process
    - New members are not ready to consider a reconciliation process at this time.
    - The feeling is that eventually MOBIUS will go to a net reconciliation process. At that time there will be written procedures.
  - d. Paging slip coding
    - The code had to be five letters.
  - e. Bookbands
    - See item #3.
  - f. Pick-up anywhere

- Implementation timetable
- Test this summer with MERLIN, Quest and Washington University clusters.
- Preliminary profiling
- Will need to be done prior to testing.

**7. Net loss reconciliation**

- Once all the MOBIUS members have been up on the system for a while, they will see that they will not lose many books. See 6c.
- Mary Anderson and Barb Hufker will work on a net reconciliation procedure for MERLIN.
- This year's August reconciliation will include any books due before June 30, 2002.

**8. Other Business**

- Two tubs were found at the Kansas City Public Library after June DeWeese inquired about missing tubs. Jenny at Lanter found the tubs. Why no one noticed the tubs that were labeled for a different library is still a mystery.
- Workers at each Lanter delivery spot will ask the driver to look around for bag/tubs that may have been misdirected.
- June will contact Jenny at Lanter in a few weeks to ask if a formal scouting expedition can be launched.
- There are 50 tubs missing and numerous missing bags. Jenny at MCO will check on the number of missing bags and email the list.
- Mary Zettwoch will email the St. Louis Regional Network delivery system contact to see if some of our bags/tubs made their way into that system.
- Mary Anderson will do the same for the Kansas City delivery network.

**Next meeting: July 15, 2003**

**Adjourned 1:40 p.m.**