

***MERLIN Access Services Committee Meeting  
October 9, 2001***

Present: Mary Jo Barbush-Weiss, UMR; Resa Kerns MU Law; John Dethman, MU Law; Cathy Stubbs, MCO; June DeWeese, MU Ellis; Terri Knouff, MU HSL; John Meyer, MU Ellis; Barbara Hufker, UMSL TJL; Ted Ficklen UMSL, Barnes; David Snead, UMSL TJL; Mary Ann Samson, SLU Law; Doris Beeson, SLU Pius; Jane Driber, UMR; Elizabeth Henry, UMKC; and Larry Ruzich, UMKC

Discussion Topics:

1-Renewing MOBIUS items more than once now that Recalls and Holds now show in INN REACH

This topic was tabled until the January meeting of this committee because the recalls feature has not yet been turned on and Washington U and UMR have not been able to test the feature to see if and how it works. Current checkout period is 31 days with one renewal.

2-Clearing the Circulation Overrides File

Agreed to limit the number of people on each campus who has access to this file since it can become a personnel issue if problems arise. We reviewed the list of who currently has access and found that 17 of the 46 are either MCO, LSO or III related persons. Everyone who has access will be re-reminded to never ever clear the file. And if they accidentally do so, to please confess immediately.

3-Can we work around the lack of a PICK UP ANYWHERE function?

Apparently there are few options. One of which will work if all parties agree--the lending library would check the book out to the patron, send it to the patron's chosen pick-up location and that library would simply hand it over to the patron without any action in MOBIUS from circulation staff. Another option is for the patron to place the hold, choose her/his home library as the pickup location and the home library would then mail the book directly to the patron (done currently by MU). Either way, the borrowing library would accept responsibility for the item as they currently do anyway.

4-Visiting Patron issues

Visiting patrons need to know their own ID numbers. Patrons need to visit or be in contact with their home library if those libraries do manual loads in order to get their IDs activated. When checking out items to visiting patrons the "U" is no longer needed and if we insert the U, it will not work. See the MOBIUS home page, look under MOBIUS Access Advisory Committee, and click on Contacts to get a list of whom to contact for circulation and interlibrary loan questions at each MOBIUS Library. That page also shows any unusual things that we may encounter regarding ID numbers.

5-YTD

Discussion about clearing the YTD field of item records on a regular basis included an understanding that the clearing was to be done annually by LSO on a specific date for all MERLIN Libraries. Decision to toss this one back to the Coordinators to clarify with Gary Harris who will do this and when it will be done. Circulation staff needs to know when it will be done and once it has been done.

6-Expectations for Coordinators

Ben Lea, the new chair of the Coordinators Committee, asked for input from the functional committees regarding what we think the role of the Coordinators should be.

MASC thinks that the Coordinators should provide oversight and assist in identifying issues that involve more than one functional committee. They may also need to assist in resolving those issues depending upon the issues and the committees involved.

Coordinators role on the home campus includes passwords and authorizations and may include other duties as determined by the home campus.

#### 7-MAAC Update

##### A-Book Bands

There is yet another request from the MOBIUS Access Advisory Committee for everyone to take care when filling out book bands. We are asked to put the pick up location as written on the paging slip in the TO: space. We are asked to put the last name of the patron first and to print neatly. For campuses with more than one LANTER stop, the pickup location should be matched to the correct LANTER stop when they go into tubs or bags.

##### B-INN REACH Holds

There is no block currently if there is a hold on an item. One renewal is still permitted. The other blocks are in effect: no more than 2 holds on any item is allowed; no holds on items that are more than 30 days overdue, no holds on items that are not due for 30 days. Refer to earlier e-mail about this if there are questions.

##### C-Items that are AVAILABLE but libraries will not circulate

Some libraries are reluctant to circulate very new items and are dropping the holds so that the books are available to their patrons. Mary Jo will take our concerns about this to the next MAAC meeting.

##### D- Load Balancing--do we notice a difference

No one notices much of a difference but as all of the clusters are being added, it is difficult to know what the load would have been had load balancing not been put into effect.

##### E- Overriding Renewals

We do not override to give more than one MOBIUS renewal. We do not check a book in and then check it out again to get around the "only one renewal" rule. This policy will go into effect formally at the next MAAC meeting on October 23.

##### F-Grievance resolution for MOBIUS

Mary Jo will inquire if the MOBIUS Council or MCO office has ever considered or anticipated a way to resolve grievances among MOBIUS Libraries that do not seem easily resolved in the usual collegial manner in which the MERLIN Libraries have always worked.

#### 8-Other

The minutes of the previous meeting were approved and Doris Beeson was cheered for getting them out so quickly.

The next meeting date will be January 8, 2002--with a snow date of January 15.

June DeWeese, MU Ellis, recorder of the day