

The MERLIN/MOBIUS Circulation/Reserves Committee met December 19, 1998 at 10:00 a.m. in the LSO Office. Chair, Elizabeth Ader presided.

Present: Elizabeth Ader (UM-KC Miller Nichols) Chair, Gary Harris (LSO), Mary Ann McFarland (SLU HSL), Doris Beeson (SLU Pius), Judy Fox (Washington University), Mary Ann Samson (SLU Law), Scott Peterson (UM-R), Resa Kearns (UM-C Law), Carol Green (UM-C Ellis), June DeWeese (UM-C Ellis), Nancy Morgan (UM-KC Law), Mary Anderson (UM-KC Miller Nichols), Jim Rhodes (UM-SL Thomas Jefferson), and Barb Hufker (UM-SL Thomas Jefferson).

#### 1-COMMITTEE MINUTES:

The Committee decided that the recorder will include the essence of discussion and action items in the minutes but will not do a transcription of the discussion. Last names will be used to identify speakers. Minutes will be put on the MCIRC-L list in draft form to be changed/corrected by others before they are submitted in final format. The duties of recorder will rotate alphabetically by last name of individuals each meeting.

#### 2-ANNOUNCEMENT:

Harris was congratulated upon his being named Assistant Director of the Library Systems Office with responsibilities for MERLIN.

#### 3-APPROVAL OF MINUTES:

Page 2 of the minutes of October 29 was amended to read MERLIN/MIRACL "consortium" rather than "system".

DeWeese moved and Samson seconded to approve the minutes as amended. Approved.

#### 4-LSO UPDATE:

Harris announced that there has been some confusion regarding MERLIN, MIRACL and MOBIUS. He clarified: MERLIN still exists, MIRACL still exists but on January 4, 1999 it will be the MOBIUS Union Catalog that will be introduced. MOBIUS has the executive council and bylaws so what we were calling MIRACL will be referred to as MOBIUS beginning 1/4/99.

#### 5-INN REACH IMPLEMENTATION

##### A-NOTICES:

See the e-mail note from Linda Murdock to Gary Harris dated May 28, 1998 as distributed for clarification.

##### 1-PRINTING and DISTRIBUTION:

Washington U will print their own notices. Harris will print circulation notices, except paging slips which will be printed on each MERLIN campus, and will distribute them in some manner yet to be determined.

##### B-MERLIN/MOBIUS BOOK BANDS:

Standards for each were distributed. Everyone agreed to use the standards but will adjust the spacing to accommodate all of the wording and the necessary length of book band for most books.

Consensus: Everyone will put patron name in the following order: Last name, first name.

Consensus: Change "Sent to Borrowing Library" to "Date Ready for Courier"

Data will be collected on: Date Notice Printed, Date Ready for Courier, Date Item Received

Peterson moved and Hufker seconded to accept book band standards as revised. Approved.

#### C-REPLACEMENT COST FOR MERLIN/MOBIUS LOST BOOKS:

MOBIUS = \$120

No standard price for MERLIN was agreed upon

#### D-BLOCKING LEVELS FOR MERLIN/MOBIUS LOANS:

MOBIUS blocks at one lost book (\$120) for MOBIUS PTypes 200-205. Approved by consensus.

Point at which a book is deemed "lost," the patron's home library will collect the replacement cost and send to the library which owns the book. Home library staff will also clear the patron record of the charge at that point.

MERLIN Not resolved

Consensus that a major shift in the MERLIN Libraries would be required in order to attain consistency and this can not be accomplished by 1/4/99.

#### E-DELIVERY METHOD FOR MERLIN/MIRACL MATERIALS AND ILL MATERIALS TO AND FROM WASHINGTON UNIVERSITY

SLU and WU will resolve.

#### F-LOAN RULES

##### 1. MOBIUS

Current rules #406 and #407 are acceptable as written.

LSO action item: MOBIUS Loan Rules, tables, etc. need to be in one place where all parties can see them. Fox will make a list of what is needed.

Harris will put everything on that list on the LSO web page. All committee members are charged with responsibility to let Harris know if something is outdated or should be changed.

##### 2.MERLIN

Much discussion. More discussion needed at a future meeting if all loan rules are to be consistent among the MERLIN Libraries.

#### G-CONTACT LIST

Distributed. Send any corrections to MCIRC-L list so that everyone will have the changes.

#### H-REQUEST BALANCING

Regardless who the patron is, if item is held by both MERLIN and WU, requests will go to MERLIN. The one exception is bib. records with volume statements. In that case, patrons may choose.

Patrons will need to be encouraged to go to their own local catalogs first.

#### I-PATRON VALIDATION

Resolved by Harris.

#### J-PATRON SECURITY

Resolved by Harris.

#### K-TRAINING/TESTING

Consensus to work with real books. Due dates will be altered. Harris changed loan rule #407 for test period.

#### L-INN REACH MENU ITEMS AND RELEASE 12 CHOICES

Harris will check and see if III can turn these on in staff, but not patron mode.

#### M-ON SITE BORROWING

Will be permitted but will not be advertised.

#### N-TURNAROUND TIME STUDY (MIRACL BOARD REQUEST)

Handed off to ILL Committee

##### 1. DATE AND TIME

Discussion followed. Consensus to collect only date and not time data.

In order to cut turnaround time, some thought that printing paging slips twice per day might help. Discussion followed.

Each library has option of printing paging slips twice per day rather than current practice of once per day. Should a library choose to print twice per day, schedule follows: 7-8 a.m. UM-C; 8-8:20 UM-R; 8:20-8:40 UM-SL;

8:40-9:10 SLU Pius; 9:10-9:30 SLU Law; 9:30-9:50 SLU HSL; 9:50-10:10 UM-C Law; 10:10-10:30 UM-KC; 10:45-12:30 UM-C and free time for everyone else; 12:30-12:45 UM-SL; 12:45-1:00 UM-R; 1:00-1:15 SLU Pius; 1:15-2:00 Free; 2:00-2:15 UM-KC; 2:15-3:00 FREE; 3:00-3:15 UM-C Law; 3:30-3:45 SLU Law; 3:45-4:00 SLU HSL.

## 2. DEPOSITORY ITEMS

Items in the UM Libraries Depository will be included in the turnaround time study.

## 5-INOPAC E-Mail Accounts for Circulation Units

Harris asked that each person ask his/her coordinator to create an INNOPAC Login for each branch that will need to send and view e-mail.

## SUMMARY OF MOBIUS DECISIONS:

No fines. Replacement cost \$120. Block at \$120. On-site borrowing to be permitted but not publicized. WU books will be picked up by SLU Courier and distributed to MERLIN Libraries. All will begin printing MOBIUS paging slips on Monday. All will begin pulling and sending test books on Monday.

## NEXT MEETING:

To be discussed on MCIRC-L.

June DeWeese, recorder