

MERLIN Access Services Committee Meeting Minutes

The quarterly meeting was held on October 26, 2004, at MCO, from 10:30 a.m. to 12:30 p.m.

Attendees: Anderson, Mary (chair - UMKC); Barbush-Weiss, Mary Jo (UMR); Carmichael, Lisandra (recorder - UMSL); Dethman, John (MU - Law); Deweese, June (MU); Harris, Gary (MCO), Bossaller, Jenny (MCO); Glankler, Liz; Hufker, Barbara (UMSL); Meyer, John (MU); Ruzich, Larry (UMKC); Samson, Mary Ann (SLU-Law); Jiao, Shuqin (SLU – Pius); and Zettwoch, Mary (UMSL).

Agenda:

1. Welcome and introductions
2. Choose recorder
3. Minutes from the July 20 meeting were approved online by MASC and may be viewed on the MASC website
4. LSO/MCO updates
5. MOBIUS Access Advisory Committee update
 - a. Bag inventory
 - b. Lender of last resort
 - c. Damaged by courier – guidelines
 - d. MAAC checklist of items that cluster access groups need to discuss
6. PUA and “Request to Own” issues
 - a. Processing in MilCirc only
 - b. Removal of menu item in Telnet: “Checkout items to INN-Reach Remote site Borrowers”
 - c. For those who count paging slip statistics: Do you count Request to Own as MERLIN pages?
 - d. Other issues?
7. MERLIN Website proposed changes:
 - a. Request and review your own record pages
 - b. “View Your Own Record (Renew Items/Create PIN)” option
 - c. “Batch Requesting” option
 - d. MOBIUS website proposed changes – request page
8. Preliminary list of Millennium III enhancements for 2005
9. Other items
10. Schedule next meeting

Discussions and Decisions:

First agenda item: Welcome and introductions

No new members were present.

Second agenda item: Choose recorder

The last recorder was John Dethman. Lisandra Carmichael will record the minutes.

Third agenda item: Minutes from the July 20 meeting were approved online by the MASC and may be viewed on the MASC website.

There were no questions/comments concerning the minutes from the previous meeting and the minutes stand as approved online.

Fourth agenda item: LSO/MCO updates

1, Garry Harris informed us that the 'Checkout items to INN-Reach Remote site Borrowers" menu item will be removed from the Telnet on November 1. The SLU Health Sciences Library staff is being trained on how to process PUA requests in MilCirc. This menu item will be removed to prevent confusion when processing PUA requests. This will also prevent incorrect processing of "Request to Own Site" items which should never be processed in telnet.

2, Garry also congratulated Christopher Gould for completing the Tuesday patron loads. Kudos to Christopher for the amount of time he spends working with the MERLIN patron loads and for getting everyone onboard with the PeopleSoft numbers.

3, The Missouri Western State College (MWSC) library will provide online access and support for the library collection of the National Military Heritage Museum (NMHM) located in St. Joseph, Missouri, through the Towers and MOBIUS catalogs. Garry also informed us they are also in the process of loading the holdings of the Assemblies of God Theological Seminary, in the SWAN cluster.

4, The MCO training server is running, but it is no longer in production. It is too old to run Millennium Silver. Garry has been working with a new vendor and they have purchased a new INN-Reach server.

5, Mary Anderson questioned UMSL and UMR about a test they were going to conduct using the ILL module in III. At some point, UMSL and UMR were going to test it, but for various reasons, it didn't work. Mary Zettwoch added that the III ILL module offers the advantage of allowing patrons to see their ILL request in addition to other items they might have checked out. A trainer from III will be here in January to conduct training for the ILL module. At that time, we will schedule another test period and training for those libraries that had been originally involved in the testing.

6, Mary Ann Sampson indicated that the Eden Webster library claims that there are two delivery labels for that library and that we need to ensure we use the correct label when delivering MOBIUS materials. However, there is only one label on the MOBIUS website. MCO will contact Eden Webster to correct this.

Update since the meeting: Eden Webster has since clarified that there is only one Lantern delivery label for both locations; however, there are separate patron pick up locations for Eden and Webster. They would like us to pay close attention to this when banding the books.

Fifth agenda item: MOBIUS Access Advisory Committee update

a. Bag inventory - Not all MOBIUS libraries participated in the August bag inventory. Therefore, another bag inventory will be conducted on November 9.

Update since the meeting: Mary Anderson has sent the instructions to all MERLIN libraries.

b. Lender of last resort - UMR may opt out of this list. Meanwhile, MERLIN libraries may request items from UMR. Also, Logan requested to be taken off the list.

c. Guidelines for damaged by courier - The following items should be added/changed in these guidelines:

- Lantern bags must also be returned with the claim
- Libraries have 5 days from date of delivery to file a claim
- Copies of the claim also have to be sent to MOBIUS

Will Jim Dutton verify that Lantern will cover the declared value of \$120.00 for each item in the bags and tubs? Can Jim also check to see when the current contract with Lantern expires? Mary Zettwoch asked if there is a way that the Lantern Shipment Pickup Records can be automated.

d. MAAC Checklist of items that cluster access groups need to discuss. Please take this list back to your libraries to discuss with your staff. Item #3 refers to books within MOBIUS, not in libraries on the same campus. June Deweese requested that this item be rewritten so that it is understandable. Mary Anderson will contact MAAC to ask them to rewrite this item and to find out why they do not want us to use the paging slips to tape the book band onto the book.

Sixth agenda item: PUA and “Request to Own” issues

a. Processing in MilCirc only – Please remind everyone that they should be processing all PUA requests in MilCirc only.

b. Removal of menu item in Telnet: “Checkout items to INN-Reach Remote site Borrowers” - Again, this should be removed on November 1.

c. For those who count paging slip statistics: Do you count Request to Own as MERLIN pages? June Deweese does it for fill rate purposes.

d. Other issues? SLU is still getting local paging slips that are checked out via INN-Reach and say off campus status. Jenny will address this issue with III.

Seventh agenda item: MERLIN Website proposed changes:

a. Request and review your own record pages – This was sent to MRSC for approval. They in turn will forward the request to MCO for update.

Update since the meeting: It has been updated.

b. “View Your Own Record (Renew Items/Create PIN)” option –Jenny will check if this wording can be changed. She thinks it depends on whether or not it is a customizable form.

c. “Batch Requesting” option – The Web OPAC will support the capability to batch request multiple titles using the export list a shopping cart in the MERLIN cluster. June Deweese recommended we view the Springfield Green Library that currently has this option available to its patrons. We all agreed that we want this option available to all our MERLIN patrons. Mary Anderson will bring this up to MRSC.

Update since meeting: The MRSC Chair has forwarded this request to the MRSC list, but may not be able to address this issue until after their November meeting because they are currently dealing with the UM initiative funds issue.

d. MOBIUS website proposed changes – request page - Can the MOBIUS request page be customized when the MERLIN cluster is selected? Jenny said that III has to make the change. Update since the meeting: the MOBIUS request I the MERLIN cluster states: Social Security Number, SLU users enter ID + s.

Eighth agenda item: Preliminary list of Millennium III enhancements for 2005

We will be able to choose from this list at a later date. Meanwhile, please review these items among your staff.

Ninth agenda item: Other items

1, Mary Ann Sampson informed us that Mark Bernstein has been the SLU LAW Library Director since July and that Richard Amelung is the Interim Director of the Pius Library.

2, June Deweese has observed that one of the reasons that we don't always have enough Lantern black bags is that net borrowers do not return them. As a result, net lenders always need more bags to ship materials. Can MCO send a request to the MOBIUS discussion list reminding net borrowers to return the bags to the net lenders? Jenny will look into this request.

Update since meeting: Jenny has referred to the MAAC Chair our request to set up a policy or to at least make an announcement to those responsible for receiving deliveries.

3, UMSL is going to work out an agreement with a couple of libraries to send MOBIUS materials back and forth in specially designated tubs due to the lack of black bags and the volume of materials that do not fit in the small bags.

Tenth agenda item: Schedule next meeting

The next meeting will be held on January 25, 2005 at 10:00 a.m. at the MCO.