

Quest Profile Meeting  
July 17, 2001  
State Fair Community College  
Sedalia, Missouri

Attending:

Karen Monnig Les Lynam  
Joy Dodson Arja Crampton  
Teresa Heater Linda Wheeler  
Mary Slater Linda Medaris  
Pam Reeder Mollie Dinwiddie  
Robin Kespohl Carrie Clothier

Mobius Update:

Catalog design met Friday

Duplicate codes can be checked for now.

Reindexing the MOBIUS database in August. Will take a while. The outcome will be advanced keyword capabilities for current MOBIUS

NOTIS and DYNX test data was due to III July 16<sup>th</sup>. There were some interesting delays...computers in boxes etc.

Worksheets:

Robin has turned in **AUTH-1** Acode values.

Discussion on other ACODE will happen later.

**SA-1** Statistic Groups:

If there is a static IP one can identify III can create a statistic group.

Give Robin the IP addresses

Problem: This is a circular report that is accumulated for 10 days. If we want the report cleared on a different time table (7 days?) let Robin know.

**SA-2** Login Groups:

There are 2 levels of security. The first level is the login. When a staff person logs on they take a license, like taking a seat. This is a finite number (29). Each library's share is 60 percent of staff with a minimum of 5. Access through the Web is unlimited, there is not a finite number.

Because Millenium is an incomplete program and sometimes we will need to use Millenium and a telnet session at the same time we may need more than 29 licenses. We can get more licenses.

Coordinators will set up logins.

When closing a telnet session always exit gracefully by using the menu. Clicking on the x can really hang things up.

**SA-3** Login Setup:

1<sup>st</sup> level of security is the login.

Logins control access to printers and scoping. There are generic department logins they can be personalized more. Should tech services be scoped?

If you are scoped you only see your records. Circ should be scoped.

2<sup>nd</sup> level of security is passwords and authorizations. New Millenium will remember authorizations and passwords. Telnet does not remember authorizations and passwords. If you forget your password the login will have to be rebuilt.

Are there additional login groups that we need?

Our circulation policies are our own. They may be different from the cluster circulation policies and the MOBIUS policies.

Look at current circulation policies. What is problematic for Circulation students? Can the policies be streamlined? Can we make the policies easier to use?

There are 255 circulation rules and loan rules. Each member of the cluster has 50 rules:

Rules 1-50 Central Methodist  
Rules 51-100 Central Missouri State  
Rules 101-150 Missouri Valley  
Rules 151-200 State Fair

Never ever remove a loan rule because it takes a line out. A loan rule can be rewritten or blanked out. If it is deleted that moves everyone up a rule.

**C-A** Circulation Periods: filled out, done.

**C-B** Loan Rules: Give each rule a name.

gsm.iii.com go to 33066

**Worksheet C-11 Loan Rules:**

48 elements in a loan rule.

Decisions to make, will we charge replacement fee, billing fee and a processing fee?

I believe the following are previous Quest decisions:

Regular Student, 4 weeks, 1 renewal allowed, 4 week renewal period , 3 overdue notices sent, 4<sup>th</sup> notice is a bill, 4 notices sent at 1 week intervals. Can send overdue notices electronically.

1 day overdue and the first overdue notice is generated.

Fine is 25 cents a day. Fines do not accrue on days the library is closed.

Most clusters do not charge fines for overdue books within the cluster.

No fines at the cluster level and no grace period.

Make sure every time period has a rule.

Make sure every patron has a rule.

Include Interlibrary Loan policy and time period, include standard charge for ILL.

Include a non-circulation rule with a minimum 1 day loan period for those reference items that get borrowed.

Ellis has 12 rules and Northwest has 36 rules.

Exceptions to standard patrons have to be done by hand.

Patron load can be done once a week at the most.

**C-11** is the 48 elements. One page for each rule. Finish CB then work on C-11.

Loan rules operate off 3 elements: location, patron type and item type.

What statistics do I want to keep? Guest patrons, high school students, military

Need to give them a patron type.

**C-3** Specific at the bottom to general at the top. Reads from the bottom up.

Multi Ptype and multi Itype divided by commas but only one loan rule at a time.

**C-4** Patron Block Table

This table reads from the top to the bottom.

Specific at the top to general at the bottom

**C-5 Library calendar**

Put every day in by hand.

Put in at least 6 monthes in advance.

Has to be done every year.

**C-6 Hours open**

Used for hourly check, use military time.

Fill out a form for each location if hours vary by location.

There are 10 Circulation worksheets. Worksheet number 2 has been turned in.

Next week:

Start with worksheet 11.

Patron Codes 1,2 & 3.

Cataloging:

September 17 extract date

Cataloging training October 10

Workflow training October 16

Respectfully submitted,

Carrie Clothier

Library Assistant

Central Missouri State University