

**Minutes of the SWAN Coordinators Meeting
January 11, 2013
Cottey College**

Attending:

AGTS – Rick Oliver

BBC – Torsten Rothman

Cottey – Becky Kiel

Crowder – Eric Deatherage

Drury – Victoria Johnson

FIPP – Miranda Stringer

MSSU – Hong Li

MSU – David Adams, Mark Arnold

OTC – [Corky McCormack notified us ahead of time that no one from OTC would be able to attend]

SBU – Coleen Rose

MCO – Megan Durham

New Coordinator Chair for FY 2013-2014:

Torsten Rothman (BBC) will rotate off as SWAN coordinators chair on June 30, 2013. The chair serves one year (July 1 to June 30) and is supposed to rotate through the SWAN institutions in alphabetical order. Cottey College is the next institution alphabetically, but since Becky Kiel is retiring, it will pass to Crowder College. Eric Deatherage will be the SWAN coordinators chair for July 1, 2013 to June 30, 2014.

Changes to Certain Displays in SWAN Millennium Cataloging:

Changes requested by the SWAN catalogers to the brief bib displays for the browse list and summary of attached records screens were approved without any objections. MCO is not sure if the changes will carry over to Sierra or not, but they can configure Sierra to match. [NOTE: On 1/14/2013 Torsten Rothman submitted this request to MCO by adding it to existing help desk ticket #25800.]

Number of Coordinators Needed to Approve Changes in SWAN:

Torsten Rothman asked if we should continue to require the approval of the coordinators of 8 of the 10 SWAN libraries for changes, or if we should drop the requirement to 6 of the 10 SWAN libraries. Several coordinators were strongly opposed to making the change, so the requirement has been left at 8 libraries. It was pointed out that the coordinators need to be more responsive to requests put on the SWAN coordinators list because requests by libraries are being held up due to a lack of an adequate number of coordinators responding (not due to any opposition to the requests).

Change #1 to the SWAN WebPAC:

Megan Durham had made this change on the staging port prior to the meeting. After looking at WebPAC on the staging port, the coordinators approved changing the way 800, 810, and 811 fields display in the SWAN WebPAC when a patron does an author search. When the entry is from the author entered in an 800/810/811 field, the SWAN WebPAC displays the title from the 245 field. The change makes the title in 800/810/811 subfield t display instead. It was agreed that the change is an improvement because it eliminates apparent duplicate entries and adds useful information by displaying the series title.

Some of the coordinators said they needed to talk with the other staff at their libraries. The decision was made that the coordinator chair will add to the existing help desk ticket to have the change made to all scopes. If an individual library wants their scope changed back to the previous display, that library can file a help desk ticket to have their scope reverted.

[NOTE: On 1/14/2013 Torsten Rothman submitted this request to MCO by adding it to existing help desk ticket #25320. The change was made the same day.]

Change #2 to the SWAN WebPAC:

This is the same as change #1 concerning some of the 8xx fields, but this one applies to 700, 710, and 711 fields when they have a subfield t. It appears to have the same benefits as the change for the 8xx fields. Again, the decision was made to change all scopes and if an individual library wants to revert to the previous display they will file a help desk ticket to have their scope reverted. [NOTE: This was included on help desk ticket #25320.]

Change #3 to the SWAN WebPAC:

It was brought up that the SWAN WebPAC can have book covers from Google Books with links to the Google Books preview and/or full text. There is no cost to this, and it is scopeable.

It was decided to add this to the entire collection scope, plus the following libraries want it added to their scope: AGTS, BBC, Cottey, Crowder, FIPP, OTC, and SBU. (For FIPP and SBU it will replace what they currently have. OTC was not at the meeting, but Corky McCormack asked in an email on 1/14/2013 to include OTC.) All of these will be handled on one help desk ticket to be filed by the coordinator chair.

The following libraries will decide after review by their staff: Drury, MSSU, MSU. If they do not have a decision by the time the ticket is filed for the other libraries, they will file a separate ticket.

[NOTE: On 1/15/2013 Torsten Rothman submitted a new help desk ticket to MCO requesting this change for the following scopes: Entire collection, AGTS, BBC, Cottey, Crowder, FIPP, OTC, and SBU. The ticket specifically stated to not add it to the scopes for Drury, MSSU, and MSU. An email was sent to the SWAN coordinators list informing all coordinators that this ticket had been filed.]

Change #4 to the SWAN WebPAC:

The SWAN WebPAC includes icons for different media types. These are determined by the MAT TYPE in the bib records. Currently SWAN is using only 17 different MAT TYPES with 16 different icons. There are 39 standard icons plus MCO can make custom icons. The system limits us to ~~255~~ 32 MAT TYPES [32 is per email received from Megan Durham after the meeting ended].

There was widespread agreement that we want to add more MAT TYPES and material icons, as it would be beneficial to the patrons. After discussion, the following procedure was adopted:

1. Each coordinator will consult with the other staff at their library and come up with a list of MAT TYPES/icons they would like to be available for use. Those lists are to be emailed to Torsten Rothman by the end of the day, Monday, February 4.
2. Torsten will create a chart with all of the requested MAT TYPES/icons and which institutions requested them and send it back to the coordinators. From that chart, a final selection will be made. The final list will then be submitted to MCO to make the necessary MAT TYPE changes and additions. To allow room to add MAT TYPES and icons in the future, a few of the available 32 MAT TYPES should be left unassigned.
3. To avoid confusion for patrons, some of the new MAT TYPES will continue to use an old icon until the MAT TYPES in existing records have been updated. For example, since all film and video currently uses the default "Film" icon, that icon will be assigned to all film/video MAT TYPES (film, DVD, VHS Cassettes, etc.). Once it is believed that most or all of the records have been changed to have the correct new MAT TYPE, MCO will be asked to associate the appropriate new icon with the MAT TYPE (for example, a DVD MAT TYPE will have the film icon replaced with a DVD icon).
4. Once the new MAT TYPES are created, catalogers will need to immediately use them for all new cataloging. Existing records will need to be changed. Some of these will be easy to do using create lists and global update. Some will need to be done individually. Some of the smaller libraries will need some help with parts of their collections.

Sierra:

1. Everyone was reminded that the Sierra preview will begin on January 23. Sierra will be loaded on SWAN on February 13. At least one library said they were going to immediately change over to Sierra as soon as it is available. Other libraries want to stay with Millennium until the school year is over. It is up to the individual library to decide when they want to make the change, and it is not necessary to change all workstations at the same time.
2. Sierra Logins: Everyone was reminded that all logins (both to modules and initials) should begin with their institution's initials. Therefore, when creating new logins for Sierra, all coordinators need to make sure they follow this pattern.

Next Meeting:

The next meeting will be at Missouri Southern State University in Joplin on Friday, April 19, at 10:00am.