

The meeting of the SWAN Circulation Committee was held on Thursday, November 6, 2003 at Spiva Library on the campus of Missouri Southern State University in Joplin. The following members were in attendance:

Esther Siler—SMSU-Meyer
Shirley Moentnisch—SMSU-Meyer
James Capeci—MSSU
Matt Simpson—Crowder College
Debbie Garten—Cotter College
Tracy Sullivan—Drury University
Tony Garrett—Baptist Bible College

The Committee welcomed Tony Garrett, director of the library at Baptist Bible College.

In a previous e-mail to the committee, Matt had raised the question of transferring holds to another patron if the original patron was unable to pick up their materials. He had since resolved the issue and decided not to let another patron pick up the holds. Esther stated that SMSU will accept a letter of permission from a patron allowing another person to pick up their holds.

Tracy submitted some Phase III updates from the coordinators that the committee needed to discuss. There are new features such as “Free Records in Use” (which will not work at this time). The question of indexing was also raised. Which indexes are available for searching? Tracy will get back to the committee on this. On “Create Lists,” there is still no field for costs. This is supposedly coming soon.

The committee also discussed putting initials and campus codes in note fields. The committee did decide in a previous meeting to put a code designating the university after initials in notes in patron records. Ex: “JL—SMSU-SPFD”

Debbie wanted to know more about the “transfer holds” feature. She has had problems doing this. She was advised to contact MCO—it could be a problem with how her tables are set up.

The committee discussed the latest updates to III. Everyone commented that Millennium seemed much slower. Matt and Tracy reported having to run text-based for checkout more frequently. Everyone advised Tony to get text-based in addition to Millennium; because there are things he needs in text-based that are currently not in Millennium. Some committee members use text-based to run daily reports. SMSU-Meyer reported that Millennium is shutting down by itself if a terminal has not been used in several minutes. This may be an internal problem for SMSU.

Tracy asked if there was a way to see (in a virtual record) from which school a book is being sent. Currently, most records will show the cluster, but not the individual school. The committee wondered if this would change when the “pick up anywhere” feature is activated.

Tracy asked if anyone used pictures in patron records. No one reported doing so.

Tracy can change her icons in Millennium. With SMSU—systems locks them out of changing icons, colors, or freeing records in use.

Shirley reported the “renew pending” is taking longer than reported. Matt, Tracy, and Debbie reported they just close the record and reopen it, and they usually get a new date due. Esther reported more “renewal not allowed” messages.

The committee reported many requests from Springfield-Greene County Library since they’ve become active.

Tracy reported different due dates for SWAN/MOBIUS items. This was seen as a calendar issue for different schools because of holidays. Cluster members may be seeing this more as Thanksgiving approaches.

Tracy can use her calendar in Millennium to put in close dates for her library. Tracy likes her updates.

Tracy asked if any of the committee members run reports on what was done under various log-ins, what was waived, etc. She also asked how to set up her system for faculty to not be charged fines. This is set up through the tables. Tracy also had a question concerning what happens when a patron attempts to check out a book that has had a MOBIUS request placed. The committee reported that there is an option to override the request and allow the patron at the desk to check out those materials.

Debbie reported a problem with duplicate paging slips. The issue was resolved when Cottey changed the way the process their requests.

Tony reported that Baptist Bible College should “go live” March 31, 2004. Many things were explained to Tony, such as virtual records and text-based vs. Millennium.

Esther asked if we could go through various procedures and come up with a written version similar to the policies we discussed and wrote up in earlier meetings. Some committee members stated that they already had a manual of sorts put together for the various procedures (checking in/out, processing materials, recalls, holds, etc.). Esther asked if these manuals could be sent to her.

The next meeting is tentatively scheduled for late February 2004 at Cottey College in Nevada. In January, Esther will send an e-mail to confirm the February meeting.