

**I. Members Present:**

|                 |                   |
|-----------------|-------------------|
| Corky -- OTC    | Victoria -- Drury |
| Becky -- Cottey | Colleen -- SBU    |
| David -- SMSU   | Joe -- AGTS       |
| Tony -- BBC     | Mary -- Crowder   |

**II. New Business:**

**1. AGTS implementation – any cluster issues?**

Jim Dutton is to get with Joe and discuss errors and other problems with the catalog cleanup. The coordinators discussed Jim's email of February 21<sup>st</sup>. Most of the members thought this was already settled from the past. It is supposed to be an item level hold and not a bib level hold. The option is set at "yes." Cottey had a similar problem as AGTS during implementation. We will ask someone to look at Robin's notes from the initial implementation and see if it has changed. It sounds like a Millennium issue rather than a Web Pac issue. The Web Pac is supposed to go to the first available. Wendy will get with Jim to get more information concerning this issue. The priority table should be enabled if it is not. Wendy will double check on this item with MOBIUS office.

Joe asked if there a way the cluster can do cooperative control of serials. We will check with our libraries to consider maybe starting a SWAN Serials Committee. Please email Wendy with your contact person for serials to have a contact list set up. Perhaps the serials people should attend the cataloger's committee meetings - maybe not every time, but only when there are serials issues to discuss.

**2. Mil Media options – finalize ECR-1 worksheet selections so that MCO can begin setup (current spreadsheet attached to emailed agenda – the questions in blue require cluster discussion & agreement)**

SMSU and OTC will not be using this feature. The coordinators discussed the worksheet that Wendy created. Wendy will make the changes that were discussed and send the information to MOBIUS to get it implemented.

**3. Cluster decision required - to turn on feature that permits archiving of order record information to the item record, each institution can decide whether or not to use this feature once it's been enabled**

The cluster agreed to enable this feature.

**4. Updates from MOBIUS advisory committees**

MOBIUS Coordinator's meeting is next month. The committee is also trying to figure out what is the mission of the committee and what they will focus on.

**5. March 22<sup>nd</sup> & 24<sup>th</sup> create list/global update training.**

The 22<sup>nd</sup> training will be at SMSU and the 24<sup>th</sup> training will be at MSSU.

## **6. New training needs?**

SWAN would like to send people to the AGTS INN-Reach training. BBC has agreed to host if the group becomes too large to train at AGTS and the training is NOT scheduled for the 3<sup>rd</sup> week of May. March 23<sup>rd</sup> is when AGTS will have Authority training and Crowder will send 1 person to this training.

The cluster would like to have administrative training using both telent and Millennium. This type of training is needed because many of the coordinators (new and previous) are confused on how to do and/or use these features. It would be best sometime this summer for the training session.

## **III. Old Business:**

### **1. Cluster Loan Rule – David researched & sent spreadsheet – any questions?**

Some have looked at it and some have not yet reviewed it.

### **2. Book bands – any problems or follow-up w/book bands matching the process?**

There has been no problem or issue with the decision.

### **3. 912 field – local note – add or new on featured list, then change to FY 2003/2004. Vicky will send information.**

It is listed as a new item or as added item. Victoria will send us this information. She states that it works well.

## **IV. Other:**

1. Start checking INN-Reach “In Transit too Long” file on a monthly basis. Please check all of the INN-Reach reports on a frequent basis – at least monthly. Wendy will send a email to the circulation committee to have them check all of the INN-Reach reports. These reports are password protected, but not the Help desk request.

2. Server hardware will be replaced over the summer. They are even changing brand of server software. There is a major release happening over the summer. Agency software will be implemented over the summer. It has been suggested that Gary come down to discuss with us some of these changes that are planned for this summer.

3. SMSU will be updating 18,000+ -- 856 fields this summer for Government documents.

4. Is there away to have more of the bigger types of create list files? Coordinators need to tell individuals in their institutions to periodically clean out the create lists files.

5. Z39.50 is now currently working. Thanks to SMSU it is now turned on.

6. OTC is now doing patron load automatically. BBC is still doing it manually.

7. Collection Development Cooperative team members need to send Becky a summary of their response to the trial session.

**V. Next Meeting:**

June 3, 2005 will be the next Coordinator's meeting at 10 AM and the Cataloger's will meet at 1 PM and the meetings will take place at OTC.