

## SWAN Coordinators Meeting

December 3, 2004

8:00 AM – Drury University

### New Business:

- Clear “Use Count” field annually.
  - Becky started using this feature this fall with reference books. Should we keep this information forever or should we clear it annually? We will leave it the way it is now & run create lists based on a time period to retrieve data.
- Book bands – should the color match the process or the institution.
  - Receiving end best to band by the institution and the sending end it is best to band by process. Can we ask MOBIUS about what it would mess up if we change the banding procedures? We will ask the MCDAC for more advising. David Adams will check with the MCDAC website and will discuss the issue with Charlotte Dugan. For now it will remain the same as it is currently being done.
- AGTS – record load/implementation – any cluster problems or concerns?
  - Just started last night with the load/implementation. Could we change the load time to more convenient off-peak times? If you want to send staff to any scheduled training for AGTS, please let Wendy know ASAP.
- Mil Media options – may need to be reconsidered in light of training if more SWAN libraries decide to implement the module. (Maybe Mark will provide a handout @ training.)
- Updates from MOBIUS advisory committees
  - MCAG – have not met since our last update
  - MCMAC – Tony will try to attend next meeting rather than Becky since BBC is participating in the vendor trials.
  - MCDAC – no report

### Old Business:

- MCO portable scanner – Who wants it next?
  - Cottey could possibly use it now and took it to their institution.
- Cluster Loan Rule – David researched & sent spreadsheet – any questions? David will send it again to the coordinators.
- My Millennium is “live”
  - Allow patrons to change their email address, but not mailing address – Ask MOBIUS if this field is protected – David sent email 9/9/04.
- Bounced emails – Vicky
  - III has not gotten to the situation yet. Vicky will continue to check this on a regular basis.
- Visit from George Rickerson (prompted by the memo initiated @ the last coordinator’s meeting)
  - George was shocked about the problem. There will be no more clusters added to the consortium. MCO will assist with the initial cleanup.

**Other:**

- Wendy will be on maternity leave from mid-March to beginning of June.
- Vicky wanted to know who was using the local call number feature. She is willing to do additional work on other member's local call numbers to make them work, if the feature will be used.
- Course records – do not delete, but just suppress the records if you want to retain stats or possibly use the course again.
- OCLC/Connexion Training on January 6, 2004 at SMSU. 9am-noon Connexion (MLNC) / 1pm – 4pm Mil Cat (MOBIUS). David will send parking instructions soon.
- Featured List – new acquisitions – create lists (DU featured list – permanent) and it has a featured list by contacting Lynn Edgar. Vicky has created several for Drury and can help if other SWAN members have questions.
- 912 field – local note – add or new on featured list, then change to FY 2003/2004. Vicky will send information.

**Next Meeting:**

- Coordinator's next meeting will be on March 4, 2004 at 10:00 AM at MSSU and catalogers will be at 1:00 PM