Minutes of the SWAN Coordinators Meeting
April 10, 2015
Ozarks Technical Community College

Attending:
BBC – Jon Jones
Cottey – Courtney Trautweiler
Crowder – Eric Deatherage
Drury – Holli Henslee
Evangel – Rick Oliver
MSSU – Xiaocan Wang
MSU – Mark Arnold
OTC – Corky McCormack
SBU – Coleen Rose
MCO – Steve Strohl *(via GoTo Meeting)*

Old Business

SWAN WebPAC Slowness:
SWAN libraries continue to experience delays of at least several seconds when pulling up search results in the WebPAC. The fix from III that had been anticipated at the time of the November meeting was applied but did not sufficiently improve the performance of the WebPAC. Another fix has been planned and should be applied by III within the next few days. The cluster should be receiving more updates next week.

Prospector and Tulsa Delivery Issues:
MCO provided some updates concerning continued issues that MOBIUS libraries may be experiencing. The Tulsa library system recently had some staffing turnover in their administrative offices and, as a result, had fallen behind in their deliveries. However, this has now been addressed and delivery time has been improving. For the past two months, all incoming Prospector shipments have been sent directly to MCO as part of a project designed to better determine the nature of some of the problems we have been experiencing. As a result, there will be at least an extra one and a half day delay while this project continues.

New INN-Reach WebPAC Interface (Encore):
Further improvements and adjustments are needed before MCO will be ready to make Encore the primary online interface for the INN-Reach WebPAC. The adjustments revolve around the need to improve the overall speed of searching and to make sure current links to the WebPAC do not break when the switch is made.

New Business

FIPP Closure:
The closure of FIPP's library at the end of July should have no significant impacts on the other SWAN libraries. However, the circulation staffs of the SWAN libraries may need to consider whether or not any special actions are required to ensure that materials currently checked out to FIPP students are returned.

New Member Library for SWAN – Ozark Christian College:
Although Ozark Christian College (OCC) will not be formally approved until April 16th, the profiling process will begin on Monday, April 13th. OCC must have their records removed from their current database by the end of June and, therefore, the goal is for their collection to be live on the SWAN cluster by the middle of June. OCC has a collection of approximately 80,000 items and 5 or 6 current staff members. Steve Strohl reported that SWAN should be in no danger of running out of codes or values needed for the OCC migration, although we are maxed out on Status Codes, and that the addition of these new records should have no impact on WebPAC speed. He also indicated that Sierra is likely to be moving towards eliminating the current arbitrary limits on available codes so the concern about the inability to add further Status Codes could possibly be addressed soon.

Increasing Max Record Review Files in Create Lists:
A number of libraries have expressed interest in increasing the number of larger review files in Create Lists (files that can contain 240,000 records). Since it would cost the cluster $2,500 to purchase a set of new records that would only generate 2 more such files, it was decided that it would probably be best to simply rearrange the current review files (which already contain a combined capacity of nearly 7 million records) in such a way that several of the smaller files are combined to form a few new large files. Jon Jones has agreed to work on a potential plan that can be proposed to the Coordinators later this summer or at the next meeting. Any files that we want to use for the new, combined, larger files will need to be emptied out prior to this process. We have been told that there should be no charge for combining existing files.

During the Review File discussion, it became apparent that a review of the file naming protocol for the cluster may be called for at this time. The file names need to include, at a minimum, the initials of the institution and the initials or name of the individual staff member. However, there was some uncertainty as to whether or not the date of the initial list creation should be included as well. Eric Deatherage indicated that he would be willing to attempt to facilitate an email discussion about the naming conventions and to gather responses in anticipation of the next meeting.

WebPAC: PIN Creation – Customizing How the WebPAC Handles Errors:
It was agreed that a Help Desk ticket will be generated with MCO to request that a combined error message that reads "PIN must be 4 digits or longer and must contain a mix of alpha and numeric characters" will appear whenever a user attempts to create an unacceptable PIN instead of the current settings which have multiple messages that describe certain types of

errors. It was also agreed that we would request that MCO customize any PIN creation screens in the WebPAC for all SWAN scopes to include this message so that users could see it before they attempted to create a PIN.

WebPAC: Arrangement of Drop-Down Menus for MAT Types:
After some discussion, it was determined that the current alphabetical arrangement of the MAT Type labels that appear in the "Other Format" drop-down menu in the WebPAC's Advanced Keyword Search screen is sufficient.

A question was raised concerning whether or not we wanted to re-label the "Online Film" and "Online Map" MAT Types to something that would better group with similar formats. Suggestions included "E-Film"/"E-Map" or "Digital Film"/"Digital Map." However, we will first check with the catalogers and the staff involved in the MAT Type project before making any changes.

Advisory Group and MOBIUS Governance Changes:
The MACPAC (Conference Planning) Advisory Group will be eliminated at the end of the current fiscal year and MOBIUS has made some other similar governance changes that the Coordinators will be informed about over the next few days that may impact the committees that SWAN members have been serving on.

Other Business:
BBC is considering a 4 day school week. If such a change is announced, there should be no impact on library services that SWAN libraries would need to be aware of.

The OTC Springfield campus library has officially been named the "Hamra Library."

New Committee Chair:
Xiaocan (Lucy) Wang from MSSU will serve as Committee Chair for the 2015-16 Academic Year. She will begin to serve in this role when it is time to prepare for the next committee meeting in September.

Next Meeting:
The next meeting will be at Drury University in Springfield on Friday, September 18, at 10:00 am.