SWAN Coordinators Meeting
February 12, 2002

Present: Victoria Johnson (Drury), Corky McCormack (OTC), Barbara Schade (Crowder), Wendy McGrane (MSSC), Coleen Rose (SBU), David Adams (SMSU), Becky Kiel (Cottey).

1. Descriptors in SCAT table
    It is now possible to use descriptors of more than 3 letters in the SCAT table. A question will be sent to MCO to determine the number of letters that can now be used in descriptors. Send any changes in descriptors to Vicky at Drury. There are 2 SCAT tables. Vicky manages the table for everything except government documents. Dave at SMSU manages the table for government documents.

2. Display problems in the 856 field
    A temporary fix for the display problems would be to ask MCO to turn off the frames for this field. Wendy will ask MCO to turn off the frames. A question was raised as to why the SLU selection is shown at the top, making it necessary for patrons to scroll down to find links at their own libraries. This is an INNREACH issue, and Vicky will check on it.

3. Cluster web pages
    It was decided that on the new MCO web site anyone should have permission to read the SWAN policies, minutes and other files. The "write" permission will be restricted to the coordinators. A committee chair should submit materials to be added to the cluster site to the coordinator at his or her institution.

4. Other items:

    Leading 0 in Dewey
    III is still working on the problem with the leading 0 after the decimal in Dewey call numbers.

    Analyze Patron Searches Report
    The printouts for the "Analyze Patron Searches" report shows two fields called "word." Coleen will ask MCO to change it so that one of the word fields will have a distinctive label – Word & Advanced.

    Status and Location of Items
    Dave reported a problem with an item from "New Materials" reverting to "Available" after it has been checked out and checked back in again. "Available" may not always fit the situation. SBU has a similar problem with items after they have been "In transit." Coleen said when they ship a reference book to a branch library, the item reverts to "Available" instead of "Reference" after it has been "In transit." Dave will send the question to MCO.

Electronic Journals
SMSU is adding 856 entries for electronic journals. For electronic journals that are available only on a certain campus MCO creates a location code, such as "Drury only."

Electronic journals that require a password can be a nuisance. Dave has a way of bypassing the password. He will coordinators send the procedure for this.

SWAN Logo
Coleen said SBU will look into creating a smaller SWAN logo for use in small places.

Author/Title Search
Vicky will ask MCO to add the author/title search option to the SWAN page.

Web Management Report
A help call is still open on the problem of being unable to download statistics from the Web Management Report. Drury and SBU still cannot download the statistics even after deleting excess files.

Software Upgrade
Qhyrrae sent an email detailing the fixes provided with the most recent software upgrade.

IUG
Wendy may attend the IUG meeting in April in Houston.

Next meeting: 10:00 a.m. at Drury, April 16, 2002