

July 22, 2004  
Arthur Public Services Committee Meeting Minutes

The Public Services Committee met at the Missouri State Library in Jefferson City. Attending this meeting were Nina Stawski – Stephens, Tena Barratt – William Woods, Lois Marshall -- Lincoln University, Lucia D'Agostino – Columbia College, Waheedah Bilal -- Westminster College, and Cindy Bassett -- Missouri State Library. The Committee wishes to welcome Waheedah Bilal, and to congratulate her on her new position at Westminster College.

The committee discussed the final updates to the Arthur web pac. Tena Barrett will work with Lynne Edgar to coordinate these last changes. The hope is that this final draft version will be completed by the end of July. The final draft version will then be sent to the Directors for a one-week review, with a response back to the Public Services committee by August 9<sup>th</sup>. The Arthur Public Service committee would ask that the Directors arrive at a consensus about changes that they wish to see to the web pac as opposed to responding individually to the Arthur Public Services committee with separate opinions. The hope is to go live with the new Arthur web p ac the week of August 16<sup>th</sup>. The changes that the committee recommended at this meeting are as follows:

- Main page with the Quick search box – The Search MOBIUS Union Catalog link should be blue. The three links at the bottom will be reorganized so that the FAQ is at the bottom. However, it will ultimately be up to the Directors as to whether those bottom three links stay at the bottom of the page or get moved to the upper right and/or upper left corners.
- Search All Arthur Collections page – This page is mostly complete now, however, there are still some considerations having to do with the different fonts. Tena will send an e-mail to the Directors about the problems with font uniformity. For example, can the words in the blue bars (i.e. Guided Searches) be changed in only the unscoped catalog, or does it need to be a global change? Some font changes would need to be global changes according to Lynne.
- Keyword Search page – It was decided that a brief explanation was needed for the search box. The phrase, “Enter search term or terms” will be added under the search box. All drop-down menus will be made to be alphabetical where appropriate. Also the committee still has not been happy with the buttons. Even though the slightly darker color was an improvement, they are still hard to read. The buttons used by the Lance cluster have a slight line around them making them easier for the eye to read. Changing the buttons to the Lance type should occur on all of the web pac pages to make them uniform.
- Another button change will affect nearly all of the search pages. It was found that the “New Search” button was a little too close to the “Submit Search” button and may have been confusing on a number of pages. The “New Search” button will be shifted down to a position just above the

dark bar at the bottom of the page that reads, “Other Options.” This change will be needed on the following search pages: Author, Author/Title, Periodical Title, Title, Library of Congress Subject, Children’s subject, and the Call Number and Other Number Searches page.

- Search Results page – the Committee asked to have the media/format icons included in the search results. It has been since been found that the Site Coordinators did not want this feature and it will not be pursued. It was also noticed that this particular page has several broken links appearing as a box with a red “x” in them. All of the broken link buttons on all of the pages will need to be rectified.
- Individual Item Record page – This page does not appear to need modification.
- Request page – This page required the most modification. The instructions over the box where the patron is asked to enter their name will be modified. The section reading, “and press TAB” will be omitted. The box now titled, “Campus ID” will be changed to “ID + Location Code.” The gray box with the Location Code Help will be moved under the ID search box where it will be reshaped to be wider and shorter. The second sentence of the gray box should now read, “For example, a student at Westminster College would type 999999999WC.” The last sentence in the gray box should read, in a bold font, “Please contact your library if you have a question.” There was at one time a box for special instructions for patrons to leave messages or instructions for the lending library that would appear on the paging slip. This box has disappeared but should be reinstated to appear just above the submit button. The committee felt that the “Protect your privacy!” notice and “Log Out” button was not needed on this particular page and may even be confusing.
- The “Login to your Record Page” used by patrons to login to view their own information should be modified to resemble the Request page (without the location information). There should be a button for the “Start Over” link. Also the Privacy message and Log Out are not needed here and could be removed if possible.

The Directors will be reviewing these changes and making suggestions of their own regarding these revisions and any other revisions they may suggest before the web pac goes live. The Arthur Public Services committee especially wishes to thank Lynne Edgar for all of her work on and tweaking of the Arthur web pac.

Lucia was asked to review the FAQs for possible changes and typo corrections. Some committee members provided lists of changes and possible modifications. It was noted that it is the nature of FAQs to seem somewhat repetitive with the information they provide due to the way the patrons utilize an FAQ. Each question and answer must stand alone and supply full information. In the future the committee may wish to give consideration to providing links for more subject specific help when needed at particular places within the web pages.

The Arthur Coordinators Committee had asked the Public Services Committee to review the Featured List function. This discussion was tabled and will be on the agenda for the next meeting in September.

Nina Stawski has supplied a draft of the Arthur brochure to all the Arthur Public Services committee members. She will wait to see how Pick Up Anywhere will affect the procedures for requesting books, especially the wording of the drop-down menus for cluster and library, before she completes a final revised version. Also she will make a draft version of the brochure that has a bulleted listing in the area dealing with how to request books to see if that version will be easier to read. These draft versions will be sent to the other committee members for review via e-mail.

The next meeting of this Committee is scheduled for September 30<sup>th</sup>, 2004, 2-4 pm. at Stephens College Library.

Respectfully submitted,  
Nina Stawski  
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