

Present: Georgia Baskett, Catherine Craven, Brenda Ragan, Corinne Caputo, Inas El-Sayed, Marcia Stockham, Jim Dutton, Robin Kespohl (for a portion of meeting)

1. Old Business

- a. Reindexing requests have been turned in to Robin for future use; the "not wanted after" function was turned on in the webpac; the "all ports in use" problem has lessened but we will all continue to monitor.
 - b. The issue of having the call number in the webpac extended display was revisited. III notified the help desk that the webpac is hardcoded to retrieve call numbers from the bib record for this display. Lynne Edgar (MCO) has submitted an enhancement request to the user's group requesting this be changed so the item call number will display.
 - c. Some sites have cleaned up the records with copy 2 in the volume field. Others are still working on the project.
 - d. Our requests for the fields to show in the "expand all" display in MilCirc have been sent to the help desk. Mark W. was not sure if the fixed fields we asked for can be included. We will also ask for the following to be added to the "expand all" for Course Reserves: the course number associated with a professor when in the professor name index, and the professor's name when in the course number index. The course description search option is currently not showing in the pull-down menu (only record number and Professor). Marcia will also ask the help desk to have this option added so that MilCirc Reserves is more consistent with the text-based product.
2. Marcia reported an instance of a Columbia student also being entered in the database as a WW "guest" patron. There was discussion about patrons having two records in the database. It was suggested that before entering a record for "community" or "guest" patrons, we ask if the patron is currently a student at another institution (or search the database for a record). If there are two records for the person, each with a different patron type, we need to perform the transaction on the appropriate record.
3. Jim reviewed the function of the OUTLOC field in the item record. The statistic group number of the last patron to have the item out is recorded in this field until the next checkout. The field would allow us to see which library was the last to check out the item. The group decided to ask the help desk to add this field to our records. Marcia will send in the request as an Arthcoor action item.
4. Update information was recorded for the Arthur contact list. A copy will be sent to each site and the MCO.
5. Setting up the SCAT tables and using the reports generated from them was discussed at length. It was decided to add the local schemes submitted by Westminster and Stephens and to include the call number range as part of the descriptions for all schemes. Categories will be assigned so that Dewey is reported first, LC second, Gov Docs third, and local schemes fourth. Georgia and Marcia will revise the table and submit it to the others for proofreading by the next meeting if possible. We will then need to enter the new version on Arthur. Additions can be made, but Robin suggested we do that once a year so that the annual statistics will be consistent. III will be asked to add the agency code to item records retrospectively. If they do not do it, MCO will let us know how it will be handled. Let MCO know as soon as possible if you need more than one agency code for your site. The office will need to know which locations are associated with each agency.
6. Catherine Craven reported on the recent meeting of the Public Services Committee. The committee asked for the following changes in the interface of the webpac, which will be submitted to the help desk as an Arthcoor Action Item:
- a. Change the choices in the "type of search" drop-down box from "WORD" to "KEYWORDS" and "TITLE" to "EXACT TITLE".

- b. Change the choice "VIEW ENTIRE COLLECTION" in the library scope choices drop-down box to "ALL ARTHUR COLLECTIONS".
- c. Change the library scope choices in drop-down box to appear in alphabetical order.
- d. Change text of the "EXPORT SAVED LIST" button to "DISPLAY MARKED RECORDS"
- e. Change the order of exporting choices to Screen, E-Mail, Local Disk.
- f. Change the word "Screen" to "Display For Printing" in the exporting choices list.

The Public Services Committee also had the following questions.

- a. Can marked records be saved for export without clicking the "Save marked records" button for each screen when the list requires more than one screen? (Probably not at this time)
 - b. Is it possible to have a title words search in addition to a keyword search? (This is one of the features of Advanced Searching, which has been put on hold until problems are resolved).
7. A request will be sent to the help desk to have links added to the Arthur Web Page for Public Services and Technical Services. These areas will allow for posting of committee minutes, standards, contacts, etc.
 8. Parameters for the cluster loan rules were discussed. Columbia and William Woods have had instances of recalls happening when holds were placed on checked out items. Elements 10,11, and 12 of the loan rules govern the "recall" of automatic holds. It is up to each library to decide these values for internal loan rules, but the rules for cluster patrons should be consistent. At the March 3, 2000 meeting it was agreed to make these values the same for each of our "cluster" rules, but there are still differences. This item will be discussed at the next meeting.
 9. Lorna Mitchell sent information regarding problems some of the Westminster students are having with the current MOBIUS checkout limit of ten items. Since this is a MOBIUS loan rule, any requests for change need to go to the Access Advisory Group for consideration. The coordinators agreed to send a request to the group (through Joni) for increased limits. Suggested numbers were 25 items for undergraduate students, graduate students, and faculty. Inas asked that since we are requesting a change in limits, we also ask the group to consider increasing the loan term to 30 days.
 10. The next meeting will be held November 6, Monday, at the MCO.