

February 26, 2004
Arthur Public Services Committee Meeting Minutes

The Public Services Committee met at Columbia College in Columbia. Attending this meeting were Nina Stawski –Stephens, Tena Barratt – William Woods, Lucia D’Agostino – Columbia College, and Cindy Bassett - Missouri State Library. Lois Marshall of Lincoln University and Angela Gerling of Westminster College were unable to attend.

The committee discussed the charges we’ve been given by the directors for our committee and considered how to put several of the ideas presented into action. A decision was made to send the minutes of our meetings to all of our directors, as well as post them on the MOBIUS web page, in order to increase the flow of information about our meetings.

The charge, as we understand it, is:

- To review the Arthur catalog displays regularly, including what displays in search results and the format of the display
- Recommend proposed changes to Arthur WebPac
- Collaborate in creating and maintaining a Frequently Asked Questions page
- Create online tutorials for use by patrons of cluster members
- Share resources and materials for Bibliographic Instruction
- Create catalog promotional material
- Meet a minimum of twice a year
- Report committee activities to Arthur Directors’ Committee by sending meeting minutes to the chair of the directors’ committee within two weeks of the meeting.
- Post minutes on the MCO website within two weeks of the meeting.
- Create annual rotation of the chair of the Public Services Committee to take effect July 1.
- Submit committee recommendations of all major cluster and policy decisions to the chair of the director’s committee for approval.

The committee discussed the issue raised by CC regarding the inner frame opened when a search in MOBIUS was done from the Arthur catalog. All opinions about the feature were voiced and the consensus of the committee was to keep the feature as it is.

Cindy Bassett inquired about the text of the Frequently Asked Questions page that had been compiled before she became a member of the committee. Lucia D’Agostino offered to email them to the committee for review.

The committee discussed the process of the changes recommended to the Arthur Web Pac. We agreed that we need to check on the progress to determine a date in which the changes could be sent to the Director’s committee for final approval.

The committee decided that next project for committee would be to create an informational handout for the Arthur catalog. This will be timed to coincide with the changes in the Arthur catalog and with Fall Semester 2004.

The mission of the brochure was determined to be: to explain to users what Arthur is, show them what is available to members of the cluster, and describe how to access the resource. We would mention MOBIUS and explain that Arthur is part of a larger system. We will focus on the types of materials available through Arthur (books) and the sizes of the collections. We also considered defining the strengths of each collection. The committee decided to use a tri-fold format. Consideration was given to the process of printing a brochure system wide and paying for the brochures; the committee would like to explore creating the brochure and sending it electronically to each library in Arthur to print as they wished. Committee members will bring back information from each branch regarding the process to be followed. It was agreed that the committee would request similar brochures from other clusters to give us an idea of what others have created.

The next meeting of this committee is tentatively scheduled for May 13th, 2004 at Lincoln University.

Respectfully submitted,
Cindy Bassett
Missouri State Library