

May 6, 2004
Arthur Public Services Committee Meeting Minutes

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

The committee discussed the updates to the webpac. So far, no one has seen an updated version of the webpac, but we have been in contact with Lynne Edgar about the changes. She should be returning e-mails soon.

Following the timeline of rotation of service within the committee, it has been determined that Cindy Bassett from the Missouri State Library will become the new chairperson in July. Nina Stawski from Stephens will be the new secretary.

Cindy and Nina brought handouts of examples of brochures from other clusters or past Arthur cluster brochures for the committee to review in thinking about creating a new brochure to coincide with an updated webpac. The committee especially liked the brochure from SMSU, West Plains, Garnett Library.

Decisions about the brochure:

- Feature the Arthur logo prominently
- Prominently place the links to Arthur and MOBIUS, in that order.
- Include basic search information.
- Include information on requesting items through Arthur and MOBIUS.
- Include information on requesting items through ILL
- Include contact information for library.
- Include circulation and renewal policies for Arthur and MOBIUS.

A mock brochure was outlined so that we could decide where we wanted to place various pieces of information. This was given to Nina, who volunteered to work on the brochure, although did not promise quick results.

The committee has decided to create the brochure in Microsoft Publisher, as this is a commonly used publishing program that we all have access to. Once the brochure is completed, it will be emailed to each PSC member, who can then customize it for their library and print it.

The next meeting of this committee in order to meet with Lynne about the changes is not scheduled, but may be scheduled for May 24th or 25th or on June 10th or 11th, 2004 at MCO in Columbia. Lois will be in touch once she sets a time that is possible for Lynne to meet with us.

Respectfully submitted,
Cindy Bassett
Missouri State Library