

BRIDGES CLUSTER SITE COORDINATORS MEETING MINUTES

JANUARY 5, 2001 COVENANT SEMINARY

PRESENT: Jim Dutton, Per Almquist, June Williams, Linda Orzel, William Toombs, Shawn Strecker, Jean Rose, Melissa Belvadi, Fred McKinney, and Eileen Condon

Per Almquist is the Chair of the Site Coordinators

Nine future meeting dates were set. All Site Coordinators meetings will be held at Covenant Seminary from 10:00 A.M. until 3:00 P.M. The nine dates are as follows:

Jan. 19 Feb. 2 Feb. 16 Mar 2 Mar 16 Mar 30 Apr 11 Apr 27 May 4

All but the April 11th date are Fridays. When bringing guests to the meetings, please let Per know. Jim requested that Per also pass the attendance estimate along to him so he will know how many handouts to bring.

Bridges-L will be used as the discussion list for the Site Coordinators

Jim Dutton will use IP addresses to set up access to the Getting Started Manual for each Site Coordinator. Per agreement with III, the password for the manual is only to be used by the Site Coordinator.

Location codes were discussed and assigned. The codes are as follows:

Covenant	cb
Fontbonne	fc
Harris-Stowe	hs
Kenrick-Glennon	kg
Lindenwood	lb
Logan	oj
Maryville	mu
Missouri Baptist	bj, bs, bt
Webster	we, ww, ws

Some of the Bridges Cluster implementation team have been assigned. The Implementation Consultant is Ineke Genter and the Project Coordinator is Jean Berard.

There was a discussion about item types. Jim Dutton provided a list of item types and asked for suggestions for more types. The following types were suggested:

X-rays, temposcopes, test kits, keys, comic books, and possibly bones

Per mentioned the Circulation Policy sheets. There is a need to fill out Section 5, but only to state that yes your library will lend that material type or no it will not lend that material type within the Bridges Cluster.

Bibliographic record loading was the next agenda item. A discussion of the 590 tag, loading order, and overlay protection ensued. It was decided

that each institution's cataloger would be invited to the Jan. 19 meeting.

The meeting closed with a discussion on which of the institutions would like to have Serials and Acquisitions training as early as possible. The results were as follows:

Serials Training : Maryville, Webster, Logan, and Missouri Baptist

Acquisitions Training: Maryville, Webster, Logan, Missouri Baptist, and Harris-Stowe

The following items are our assignments for the Jan. 19th meeting:

Fill out the Location Codes worksheet

Fill out the Item Type worksheet

Find out about the importance of the 590 tag at each institution

Discuss record enrichment, protected fields, and tags that need to be retained with appropriate personnel within your institution

Since most of the Site Coordinators meetings are on Friday, Jim Dutton asked that the worksheets be returned to him on or before the Wednesday before the meeting.

Meeting adjourned