

BRIDGES CLUSTER SITE COORDINATORS MEETING MINUTES

MARCH 2, 2001 COVENANT SEMINARY

PRESENT: Jim Dutton, Robin Kespohl, Per Almquist, Althea Deckrosh, June Williams, Linda Orzel, William Toombs, Shawn Strecker, Jean Rose, Melissa Belvadi, Debbie Ely, Fred McKinney, Greg Rhinehart, Eileen Condon, Ellen Elicieri

Bob Snyders and Lynn Heritage joined the meeting for the afternoon session.

Announcements:

The kickoff meeting for the Southeast Cluster was March 1, 2001. The Southeast Cluster has chosen the name "Galahad". .

III contractually agreed to make consortial statistics work. III has now met their contractual obligations. III did this by adding the fixed field "Agency Code".

There was a discussion concerning "threaded discussion" vs. "e-mail". It was decided to continue using threaded discussion. E-mail will be used for topics/items not covered in the threaded discussion.

Send any information for the Bridges website to Per Almquist who will then send it along to Hardy Pottinger.

#OP-2 was the first agenda item. The following items were decided :

Washington University's limiting options (Specific Videorecording and Specific Sound Recording) will not be used.

Under "Limit by Language", the cluster will add Chinese, Dutch, and Hungarian. Vietnamese and Welch will be removed. If someone wants to add a language at a later date, it can be added. Also, Robin can do a language report after the records are loaded to check the language limiting decisions. English will be listed first with the rest of the languages following in alphabetical order.

For "Limit by Location", Missouri Baptist will use the following three locations:

bsb - MBC St. Clair

btb - MBC Troy/Wentzville

bjb - Missouri Baptist College Library

Eden-Webster has also asked for three locations codes, but will only use one for now. Eden-Webster would like to drop the word "University" . The locations will be listed in alphabetical order with Eden-Webster being moved from the bottom of the list and added below Covenant. Covenant will drop "Theological" from its name.

For "Limit by Words" under both "Words in the title" and "Words in the author", add 505 subfield a.

Under "Display Simulated Items", the cluster has no choice. The answer is "no".

#OP-3 was discussed next. The following items were decided :

Item 2. "A", "An", and "The" will be stripped.

Item 3. The answer will remain "yes". "C" will be added to the index tags so the cluster will have c, e, f, and g.

Item 5. A request was made to raise the maximum number of entries that can be sorted by year, but this request was rejected.

Items 12, 15, 17, and 28 were discussed and will be left as stands.

Item 30. EWU will be changed to EWL. CTS will be changed to COV.

#BIB-4 No changes

#BIB-5 and #BIB-6 Not all in yet

Circulation issues :

There is a limit of 200 patron types for our cluster.

There is no real limit on the number of loan rules.

#C-11

#1 Rule name may be no longer than 21 characters. Each institution will need to use an institution identifier. Example MU REG FAC

#2 A is the Julian calendar.

R is the number of days

H,I,J,K are hourly loans

If your institution wants overnight checkout due at a specific time the next day, it is better to change the date/time at the time of checkout. Normally, overnight checkouts are due upon opening the next day.

Each institution will need a non-circulating loan rule.

#3 Loan period is a number that matches the time unit. For example, for A use a Julian date.

#4 Yes or no

#5 Can the item be reserved for a future date?

#6 When can the item be renewed? This question is looking for a number. For example, if someone wants to immediately renew a 21 day item, use the number 22. It is the number of days plus one.

#7 How long is the first renewal period?

#8 Is this the same or a different amount of time?

#9 If you want unlimited renewals, use 999.

#10 If a book is recalled, what is the minimum number of days the patron can have the item?
If you don't use recall, use 999.

#11 What are the days remaining before the recall can go into effect?

#12 What is the number of days given to finish using the item before returning?

#13 How long will the item be on the pickup shelf? The time is given in units.

#14 The last overdue notice is the bill.

#15 The is the number of days or hours after the duedate.

#16-20 Leave blank if the institution does not use that many notices.

#21-25 This is the wording of the notices. There are about four lines available.

#26 This is for Australian libraries. They use points, not money.

#27-31 These are overdue notices for after the item has been recalled.

#32 How long after the recall goes out before it is overdue?

#33-35 Text

#36 Grace period

#37 This is the number of days. There can be two fine periods.

#38 Fine rate

#39 This is the number of days for the fine rate period.

#40 Fine rate

#41 Default replacement price which will be waived if the item is returned.

#42 The processing will also be waived if the item is returned.

#43 This is a nuisance fee and will NOT be returned if the item is returned.

#44 How much will be added to the regular overdue fine? This is #38 + #40 + additional amount.

#45 Fine notice for overdue recall

#46 Bill for #41

#47 The item is returned. This is the remaining dollar amount.

#48 This is for Australian libraries.

Jim will send out #C-11.

Assignment: #C-11 due to Jim by March 14, 2001.

Meeting adjourned.