

MOBIUS ACCESS ADVISORY COMMITTEE

January 22, 2002

Minutes

Present: Mary Jo Barbush-Weiss (UMR) MERLIN; Joni Blake (Stephens) Arthur; Scott Britton (WashU) WashU; Marian Craig (CMSU) Quest; June DeWeese (MU) MERLIN; Ellen Eliceiri (Eden-Webster) Bridges; Elise Fisher (William Jewel) WILO; Gordon Johnston (Three Rivers) Galahad; Jim Mulder (MoWestern) Northwest; Loretta Ponzar (Jefferson) Archway; Sharon Upchurch (Culver-Stockton) Lance; Carol Warrenton (SLCC) Archway; Gary Harris, MCO; Robin Kespohl, MCO, Mark Wahrenbrock, MCO.

Approval of minutes of last meeting

Minutes were approved with the correction of #8: **Non-circulating items showing available in the MOBIUS catalog.** The minutes should state that the problem is "incorrect status codes" rather than I-types.

1. Loan balancing table

The consensus was that the loan balancing table is still working with no problems to report.

2. Recall test

Scott reported on the recall tests conducted since the last meeting. The results were somewhat inconclusive and confusing. Apparently the recall function places holds, but does not generate recall notices, nor is the loan period reduced. After much discussion, it was decided to reset "time to return recall" to "0" on all systems and then retest. In the course of the discussion a number of issues were clarified:

- a. While patrons may place holds, recall is a "staff only" function.
 1. Recalls may be placed at staff discretion, not just for placing items on reserve.
- b. Minimum use of an item is 21 days, even if recalled.
- c. If item has been renewed, the due date should be reduced to 4 days from the time a recall is placed.

Not all MOBIUS libraries can charge recall fines, and blocks cannot be placed automatically to enforce recalls. It was suggested that, at the request of an owning library, the borrowing library place manual blocks. This should include faculty.

3. MOBIUS recall notices

Scott also presented for approval the recall notices that he and Mary Jo have drafted. The following versions were approved.

RECALL

1>****RECALL!!! RECALL!!! RECALL!!! ****

2>The items listed below have been RECALLED for use by another patron
3>or class reserves and MUST be returned by the NEW DUE DATE listed
4>below. If materials are not returned on time, fines may accrue and
5>library borrowing privileges may be suspended.

1st OVERDUE RECALL

1>OVERDUE RECALLED MATERIAL!!!

2>The following RECALLED items have not been returned and fines may
3>be accruing. Return material immediately to avoid suspension of
4>borrowing privileges.

2nd OVERDUE RECALL

1>OVERDUE RECALLED MATERIAL!!!

2>The following RECALLED items have not been returned. Your
3>borrowing privileges have been suspended until this material is
4>returned.

4. Addresses and Bookbands Proposal

Scott also discussed a spreadsheet document, "MOBIUS Delivery/Pickup Location Codes," which presents a proposal for standardized location abbreviations. The abbreviations are listed on the spreadsheet under "PRINT NAME." The first part, in all caps, indicates a Lanter delivery stop; the second part would be used if multiple pickup locations exist. The all caps part of the code should be written on the Lanter delivery label; what appears as the "PICKUP AT:" location on the paging slip should also be written on the green MOBIUS bookband. It was recommended that:

- a. Revised info be sent to Innovative,
- b. The spreadsheet be posted to the MOBIUS web site under the "Delivery" tab,
- c. Lanter mailing (delivery) labels be edited inhouse.

5. New MOBIUS Web Site

Hardy and Adam gave the committee a tour of the new web site.

- a. **Registration**--Users need to register for full access to the site. If you did not receive a log in, contact the help desk.
- b. **Adding / editing files**--Users may now add or edit files such as meeting minutes, etc. If files are edited, previous versions are archived, and could be restored by an administrator, if necessary.

- c. **Search engine**--searches strings of letters; for a phrase search, used quotation marks.
- d. **Listserv archives**--Files can be searched separately, and are available back to Nov. 1999.
- e. **Calendar**--Only chairs can add events to the calendar. The calendar can be searched by "all groups" or by a particular committee or group.
- f. **FAQ**--is now interactive.

5A. MOBIUS Ariel Users

It was recommended that a MOBIUS Ariel Users list (with IP addresses) be posted to the web site. It will be linked to the MOBIUS Access Advisory Committee page under the Governance tab.

5B. Published circulation policies

At present, policies concerning loan periods, default costs, recalls, etc. appear only in the minutes of loan rule discussions and in the loan rules themselves. Mary Jo asked if these policies should be made available publicly. The committee looked at Ohiolink's example. Mary Jo will write a draft using Ohiolink's document as a template. It was agreed that the document should appear under the "About" tab, and be linked to the Access Committee page as well.

6. Policy on Community Patrons

Mary Jo asked if there should be an official policy on extending MOBIUS privileges to patrons other than faculty, staff, and students of MOBIUS members. Robin said that right now this is a cluster decision, and an option that might be exercised only within a cluster. It was concluded that the first sentence of the by-laws make it clear that MOBIUS services are provided for faculty, staff, and students only.

7. Robin reported that she is replacing Mark as liason to the Access Committee. No funds are available to implement add-on libraries this year. They must pay the full cost or wait for the next budget.

8. **Next meeting**--The next two meetings have been scheduled for April 23 & July 23, 2002.

Respectfully submitted, Gordon Johnston