

Members Present:

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| Adrienne Detwiler – MCO Alternate Liaison | MCO | MOBIUS Consortium Office |
| Scott Peterson – MCO Liaison | MCO | MOBIUS Consortium Office |
| Tony Garrett – Chair, MERLIN | MERLIN | University of Missouri – St. Louis |
| Jason Bruenderman – Galahad Alternate | Galahad | Southeast Missouri State University |
| Roger Thomas - Archway | Archway | St. Louis Community College (Florissant) |
| Mary Anderson – MERLIN Alternate | MERLIN | University of Missouri - Kansas City (Miller Nichols) |
| Rodema Gnuschke - Towers | Towers | Missouri Western State University |
| Rhonda Brown - SGCL | SGCL | Springfield Greene County Library |
| Trish Svendsen - SLU | SLU | Saint Louis University (Health Sciences) |
| Alice Ruleman - Quest | Quest | University of Central Missouri |
| Gayla McHenry - LANCE | LANCE | Truman State University |
| Lynne Edgar – SWAN Alternate | SWAN | Crowder College |
| Lisa Wolf – Archway Alternate | Archway | Jefferson College |
| Judy Rice - WILO | WILO | Metropolitan Community Colleges (Longview) |
| Michael Washburn - MRRL | MRRL | Missouri River Regional Library |
| Debbie Young - Galahad | Galahad | Three Rivers Community College |
| Matt Weir - Bridges | Bridges | Webster University / Eden Theological Seminary |
| Steve Jamieson – Bridges Alternate | Bridges | Covenant Theological Seminary |
| Sue Reed - Arthur | Arthur | Missouri State Library |
| Cindy Schoolcraft – Arthur Alternate | Arthur | Westminster College |

Members Absent:

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| Valerie Darst, Lance Alternate | LANCE | Moberly Area Community College |
| Stephanie Atkins - WashU | WashU | Washington University (Olin) |
| Joshua Lambert – SWAN | SWAN | Missouri State University (Meyer) |
| Natasha Grando – MRRL Alternate | MRRL | Missouri River Regional Library |
| Glenn Morrow – Towers Alternate | Towers | Northwest Missouri State University |
| John Oyler – WILO Alternate | WILO | Saint Paul School of Theology |
| Nada Vaughn – WashU Alternate | WashU | Washington University (Olin) |

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| Linda Wheeler – Quest Alternate | Quest | State Fair Community College |
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Guests or Proxies Present:

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| Lynne Edgar, SWAN Alternate | SWAN | Crowder College |
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1. Call to order and introductions by Tony Garrett, Chair
2. Adoption of the agenda
 - Moved by Judy
 - Alice 2nd
 - All in favor
3. Approval of minutes
 - Moved by Alice
 - Matt 2nd
 - All in favor
4. Information Items/Cluster Reports
 - Archway, Roger Thomas – increased enrollment at St. Louis Community College – starting a chat reference program in March
 - Arthur, Sue Reed – Missouri State weeding collection and will be offering materials via the MOBIUS and MLA listservs
 - Bridges, Matt Weir – Webster has acquired library at the theological seminary; will be changes to Eden and probably take place over the summer and re-incorporating the collections together; it will mean weeding and shifting and install compact shelving
 - Galahad, Debbie Young – new assistant librarian, Corey Halaychik begins at TRCC on Feb 15
 - Lance, Gayla McHenry – nothing to report
 - MERLIN, Mary Anderson – UMKC finished in May with ASRS; will get to you in the same manner; Tony Garrett - UMSL looking at texting notices to patrons
 - MRRL, Mike Washburn – nothing to report
 - Quest – lock a shelf system for DVDs and now looking at putting audio books in this system and will examine circulation on them
 - SLU, Trish Svendsen - nothing to report
 - SGCL, Rhonda Brown – new book mobile
 - SWAN, Lynne Edgar – Crowder has major increase in enrollment
 - Towers, Rodema Gnuschke – nothing to report
 - WashU – not in attendance

- WILO, Judy Rice - MCC has a new campus and not sure how will effect services; Rockhurst has a new position for head of technical services available
- MCO, Scott Peterson – new website design; Adrienne Detwiler (Library Support Representative) is the alternate to MAAC and the backup to Scott on delivery and courier issues.

5. Unfinished Business

- Circulation FAQ/Best Practices Subcommittee report
Matt Wier stated that there has been no progress, but that the subcommittee will report back to the committee later on this semester. Matt thanked Scott for his work on the MCO website.
- Lenders of Last Resort - Based on the most recent borrowing & Lending statistics, here are the candidates to consider for the next meeting:

| <u>Name</u> | <u>Ratio</u> |
|---|--------------|
| • Conception Abbey | 2.8 |
| • Will report back with further information | |
| • Southeast Missouri State | 3.2 |
| Wants to be added to the list | |
| • Truman State | 4.8 |
| Do not add to list | |
| • Eden/Webster | 3.8 |
| Can stay on the list | |

William Woods has a ratio of 8.0 but has elected not to be on the list.

- Procedures and/or Policies have been updated and put on the website.
 - Some still contain telnet processes in them and need to be updated; MAAC needs to look at updating these policies/procedures.
 - Changes to policies have to be approved by the Executive Committee.
 - The Best Practices/FAQ subcommittee will look at these.
- Maximum number of items a cluster user can borrow based on their PTYPE. Question came through the MOBIUS Help Desk.
 - a. While the max number of items per PTYPE is mainly consistent throughout MOBIUS there are exceptions, and this had never been documented.
 - b. MCO wants standard and procedures for how to handle requests to increase this number.
 - c. Discussion was postponed until Scott posts broken down list of this information to the discussion list.

d. Could we look at a policy/procedure?

- 30 has been the limit in the past
- Ad hoc amounts are undergraduates = 10, graduates/faculty staff = 20, and highest limit = 30 for faculty and/or staff.
- Currently, individuals libraries choose, but the MAAC should examine this rather than individual institutions changing the current boundaries.
- This will need to be written and posted on the website.
- Central PTYPEs would have to be changed on INN-Reach if the numbers were increased.
- Gayla asked if raising the numbers is a cost consideration. Mary replied that assessments are FTE-based and Tony said we needed to check the newest assessment model. Scott will get back to MAAC.
- Tony replied to leave it for now and any requests for changes need to go through MAAC.

6. New Business

- Springfield-Greene has asked to remind the other members to write the complete branch code on the book bands when sending items to Springfield Greene. SGCL has 11 different branches and having the full code saves them a lot of extra processing time.
 - Matt mentioned that this practice should be number 1 on the Best Practices list.
 - Also, we should be using the most recent correct code.
 - Scott will work on creating a list with all the various codes and post on the website and eventually insert into best practices. If you have any new ones, please pass them on to Scott.
 - Mary suggested contacting libraries when they don't follow the procedure.
- Can serials, theses or other materials be changed to be requestable via INN-Reach?
 - Roger stated that STLCC noticed some time ago that items classified as serials were non-circulating. They have started changing the ITYPE to 99 (MOBIUS Circulating) on those items so that they can circulate via MOBIUS.
 - This would be a policy change and we would have to ensure the Executive Committee is in agreement. Tony will put this information in the next MAAC report to the Executive Committee.
 - Scott will examine the ticket that was created for STLCC, but the consortium may have to use the same ITYPE.
 - MERLIN proposed that we allow direct borrowing of thesis/dissertations by adding an ITYPE for "requestable thesis/dissertations". Each library would be able to choose which ITYPE to use based on whether or not they wish to let patrons request them directly through MOBIUS or not.

- IUG Schedule - please share your enhancement requests with the list and vote for MOBIUS requests for a better chance of success.
 - Friday, December 18, 2009- Deadline for enhancements submissions at 5:00pm (PST)
 - Monday, March 15, 2010 - Final ballot published on IUG website and IUG voting starts
 - Friday, April 9, 2010 - IUG voting ends at 5:00pm (PST) - firm deadline. Ballot results posted to IUG website and sent to III
- Does anyone automate their billing process in any way? I'm thinking something like you export a list from Millennium, import the data into Excel/Access (or other), make minimal manual modifications, and then generate a standard report/invoice that can be mailed or emailed to people? I know we would have to put lost item cost in manually at some point since Millennium doesn't have that info.
 - Matt proposed that this would be a good candidate for the best practices subcommittee.
 - MAAC will just have to keep looking at it. This would be helpful.
 - Scott asked about the current workflow. Is the requested process already done within Millennium?
 - Tony replied that Joshua Lambert at MSU has been working on such a process. Members may want to consult Joshua directly.
- Pius paid at least two books this year to the libraries where lost items still link to our patrons, but at our end, patrons' records were clear. The same situation happened to UMSL patrons. UMSL declined to pay two books which not showing on their patrons' records, yet our records still link to their patrons and have @ off campus status.
 - Scott stated that the problems may be occurring due to broken links. He also pointed out that the normal procedure is to contact the list and then fill out a delivery problem report form.
 - It was pointed out that staff may be mistakenly removing virtual item records from their patrons' records without following procedure.
 - Tony mentioned that 1st Choice can be used to track down items only as long as people are actually tracking their shipments.

MOBIUS policy states that the reconciliation process should start within 6 months from the billing date, but MAAC proposes that the policy should be amended to state that the reconciliation does not necessarily have to be completed within that time frame.

- Moved by Alice
- Sue 2nd

- All in favor
- Circa demonstration was held last week, and there is a webinar on the website for your perusal.
 - A couple of members thought Circa looked promising, especially for conducting inventory.
 - Please notify your director if you want pricing information.
 - Eden/Webster uses a different method. Please contact Matt if you would like more information.
- 7. Adjourn Meeting
 - Moved by Alice
 - Mary 2nd
 - All in favor
- 8. Next meeting – Webinar – April 27
- 9. Submitted by Lynne Edgar