

## **Year-end Report to MOBIUS Council from MAAC**

June 2, 2009

The MOBIUS Access Advisory Committee discussed the following items this year.

1. MAAC modified several portions of the Lost Book Policy including changing the text in the second overdue notice asking patrons to return items within 15 days.
2. MAAC revised the Bag Count procedure and report form to take inventory of the different generations of bags to tell us how long bags stay in use.
3. Scott Peterson developed, with MAAC approval, a new document entitled, Quarterly Delivery Update to send to the Delivery Discussion List and to place on the MCO website. The purpose of the document is to highlight developments during the previous quarter in circulation and interlibrary loan.
4. Bonnie Sanguinet chaired a sub-committee that worked on a delivery tracking system. 1<sup>st</sup> Choice did get the system up and working after several months. As of May 1, 2009 all libraries are being scanned by 1<sup>st</sup> Choice with 5 exceptions.
5. MAAC reviewed and updated the Damaged by Courier Claim Procedure to reflect the change of courier service and to clarify some details in the procedure.
6. MAAC reviewed and updated the Clusters First Contact List to include MAAC representatives. The new chair will need to make sure updates are ongoing as committee members change.
7. MAAC changed the text of a note for users promising a turnaround time of 2-4 days rather than 1-2. The Committee believed 2-4 days to be more “normal.”
8. MAAC changed the PUA paging slip to make the “Pick Up Anywhere” more visible. The purpose was to make it easier for circulation workers to select the correct book band for PUA.
9. MAAC reviewed the Lender of Last Resort list based on statistics and decided to review the list only twice a year rather than at every meeting.
10. Matt Weir, Tony Garrett, Rhonda Brown, Stephanie Atkins, Shuquin Jiao and Joshua Lambert volunteered to serve on a sub-committee to discuss/design an FAQ/Best Practices page for circulation/interlibrary loan to be placed on the MOBIUS Website. This sub-committee’s work will carry over into next the next year.
11. Bids were sent out. Three vendors were considered for the purchase of additional bags. The order is currently in process. There will be 1,500 standard bags and 500 of the larger sizes.

12. MCO with the consent of MAAC revised the Label Maker to make addresses more visible and understandable.
13. The annual Bag Count was held on May 19, 2009. The results will be available to the membership as soon as they are available.
14. The next meeting of the Committee will be July 28, 2009 at which time a new chairman will be selected.

Respectfully submitted,

Sharon Upchurch, MAAC chair