

Members Present:

[Name], [Group position, if applicable]	[Institution name and, if applicable, Cluster name]
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Members Absent:

[Name], [Group position, if applicable]	[Institution name and, if applicable, Cluster name]
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Guests or Proxies Present:

[Name], [Group position, if applicable]	[Institution name and, if applicable, Cluster name]
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1. The meeting was called to order and the participants were introduced.
2. Approval of minutes - Joshua requested to change section d of New Business. Todd was not actually at this meeting, he was just being quoted, so Joshua requested to change *Todd from OTC brought up the inconsistency to there are inconsistencies*. This change was approved and the minutes were approved. Kimberly Linkous from Archway Cluster agreed to take minutes for this meeting.
3. Information Items
  - a. Joshua updated the group on the Sierra implementation schedule. He reported that WashU and SGCL are currently using Sierra. Scott reported that all libraries except Archway are currently in preview mode; he is unsure of MRRL's status at this time. Shuqin reported that SLU planned to implement Sierra in March, but their data server had a problem, so they may delay to April or May.
    - i. February 4 -- KANSAS CITY
    - ii. February 5 -- BRIDGES
    - iii. February 6 -- LANCE
    - iv. February 7 -- GALAHAD
    - v. February 11 -- QUEST
    - vi. February 12 -- ARTHUR
    - vii. February 13 -- SWAN
    - viii. February 14 -- TOWERS
    - ix. February 18 -- ARCHWAY
    - x. February 19 -- MERLIN
  - b. Joshua reported that he sent an email to Donna at MCO detailing the online discussion and recommendations made about bag tracking which occurred after the last meeting. He hasn't had a response yet. Scott said he would check with Donna about the status of this issue.
4. Cluster Reports
  - a. **Archway** – none
  - b. **Arthur** – none
  - c. **Bridges** – none
  - d. **Galahad** – none
  - e. **Kansas City** – none
  - f. **Lance** – none

- g. **MCO** – Sierra implementation will be their main focus through February and part of March.
- h. **Merlin** – UMKC Miller Nichols Library has a new Head of Resource Sharing & Graduate Student Services, Jen Salvo-Eaton. She is now listed as our ILL contact on the MCO page.
- i. **MRRL** – no rep attending
- j. **Quest** – none
- k. **SLU** – This will probably be Shuqin's last meeting as she is moving from head of circ to a full time subject librarian; the new contact person will be Martha Allen; Shuqin will send contact information for Martha to MCO helpdesk; one circ staff resigned and they are in the process of hiring a new person; the Law Library is still planning to move downtown by the middle of May
- l. **SGCL** – no rep attending
- m. **Swan** – none
- n. **Towers** – no rep attending
- o. **WashU** – Sierra implementation went well with no major problems; they are behind on updating internal documentation since preview mode made it difficult to get screen shots; people adapted easily to the new system; the 2 ILL positions have been filled; the campus writing center is moving into the library to share space in the fall
- 5. Unfinished Business – There was no unfinished business
- 6. New Business
  - a. Deb updated the group on the MAAC Working Group for AV Borrowing & Lending. They ran a survey back in October and November for feedback about lending AV. They received good feedback and created a first draft of policies and procedures. They came up with a loan period, replacement costs, suggestions for packaging, loan rules on ILL, and how MOBIUS staff can help with implementation. They hope to have a finished document in the next month for MOBIUS members' review and the Board's approval.
  - b. There was discussion online about the lack of common information on invoices. Some institutions send out invoices which do not look official or are missing key information. The group decided to create a list of information that should be included on invoices. For institutions that do not currently have a good invoice, a suggested template will be created with the appropriate fields to fill in. Kim and Alice agreed to compile the list and create a template by the next meeting.
  - c. Scott discussed a help ticket which had been submitted by WashU. They reported that their process when returning unwanted INN-Reach items is to clear the hold shelf and then use the return function in Sierra, after which they are prompted to answer whether they want to send a cancellation notice. For some time they had been doing this and the item stayed on the patron's record. They found this had suddenly changed that if they say yes, the virtual record is wiped from the patron's record after the overnight processing. WashU wondered if other libraries also notice this happening.

Scott said that ILL reported this is the correct way the system should function, and that apparently up until then the virtual records staying on the patron's account was not the way it was supposed to work. We could submit an enhancement request to see if they will correct this in the future, but for now, MCO felt it best to just make everyone aware that this happens. Libraries can choose to maintain a separate record of items that have

been cleared from the hold shelf and returned, if they feel they need it for tracking

- purposes.
- d. Lisa reported that some of their patrons request items from the MOBIUS catalog and the request disappears. They asked these patrons if they received an email notification of cancellation and they always say no. Lisa asked if everyone sends a cancellation notice and most people indicated that they do. Lisa concluded that it is probably patron error that is causing this to happen. A reminder was given to recommend users check their junk/spam folders in case the notices aren't making it into their inbox.
  - e. [Lenders of Last Resort](#)
    - i. Candidates
      - 1. Conception Abbey, 4.8 – will check with cluster
      - 2. MU, 12.9 – want to remain on list
      - 3. SLU, 2.7 – can be removed
      - 4. SEMO, 4.6 – will check with cluster
      - 5. Webster Eden, 2.8 – waiting for response from cluster
    - ii. Candidates who are eligible but have opted out of appearing on the list
      - 1. Southwest Baptist, 5.6
      - 2. Three Rivers, 3.0
  - f. Scott asked that bags not be sent to MCO for redistribution; you can still send damaged bags to MCO. The red, green, and blue bags should be sent directly to the institutions that use them.
  - g. Shuqin asked about Concordia College; Scott reported that they are live in their cluster (Bridges) but not in MOBIUS yet.
  - h. Kim reported that some of her cluster mates had noticed that some institutions are extending due dates beyond the 3 week period and allowing more than 2 renewals, which is against MOBIUS policy. Joshua said it would be good to remind everyone that we should be following the set policies.
- 7. The next meeting is scheduled for April 16, 2013. Please let Joshua know if this date is a problem. The meeting will be online.
  - 8. The meeting was adjourned