

1. Call to order and introductions
2. The minutes were approved. Deb Ehrstein agreed to take minutes for this meeting.
3. Cluster Reports

Kansas City is the new cluster name for WILO so future meetings should reference the new name. A new library has been added to the cluster, MCC-Business & Technology College.

Lance has redesigned their OPAC and logo.

MCO is still in the process of hiring for a training and consortial licensing coordinator. **Quest** has purchased the Circa Scanner for inventory

SLU is still undergoing renovation at Pius Library. The 4th and 5th floors are under construction (affecting LC class for J-Z) with stacks wrapped in plastic. Staff are still able to pull books and fill requests. The library hopes to be done on those floors by March 15th when work will move to the 2nd floor. SLU will notify MOBIUS if the renovation requires them to close and not supply materials. The SLU Medical Library is getting a new circ desk during spring break. The Law Library will be moving to a new building this summer.

SWAN reported that that Cottey College will be reclassifying their collection this summer to switch from Dewey to LC.

Towers has several staff changes at Northwest Missouri State University. The Circulation Coordinator at Missouri Western State University has retired and the position is not currently being filled. The duties have been divided by four current staff.

WashU is working on cleaning up a backlog from INN-Reach reports and is setting procedures for routine maintenance.

4. Information Items - None
5. Unfinished business included:
 - a. Generate a list of which members accept replacement copies:
Some members have contributed replacement policies. It was decided that these details would remain as a column on the Circulation and ILL Contact list of the MCO web site instead of being organized in a Google Doc.
6. New business included:
 - a. Lenders of last resort: UM Columbia will be added to the list.
 - b. Delivery profile document: attendees agreed that the Google document was a workable solution for sharing this information. Scott will double check with 1st Choice then post the Days Closed list as a Google doc as well. Scott will also provide permissions for the list to be edited.

c. Circulation and ILL Contact List:

We need to finish updating the list. Please collect the following info from cluster mates and send to Scott:

- i. Specify who the MOBIUS vs. ILL contact is. If one person is responsible for both activities, indicate as "MOBIUS/ILL".
- ii. Replacement policies will be kept in a separate column on the Contact List instead of being moved as a separate line under the library.

d. Shipping date on delivery labels:

Scott reported that 1st Choice has requested that we date the shipping labels so it is easier for 1st Choice to troubleshoot delivery problems. Several members inquired why 1st Choice needs the date and what they will use it for. The larger libraries were concerned at the extra time this additional step would require when compared with the low frequency of when 1st Choice would utilize the shipping date. It was decided that Scott will tell 1st Choice that we are not able to provide shipping dates at this point. When troubleshooting a lost bag or problems with a delivery, 1st Choice should check the delivery label and contact the sending and receiving libraries to resolve the situation.

e. Tracking condition of materials:

Washington University asked others how they track condition of materials as they send them out and as they receive them from other libraries:

- i. Missouri Western State Univ, SLU, Univ of Central Missouri, and UMKC all make notes on the green book band.
- ii. MSU and Linn State Tech College make notes in item records.
- iii. UM Columbia notes damage on the due date slip in back of their own books.

WashU asked the group if they would be willing to add a checkbox to the green band to help standardize how damage is noted. The group agreed that they wanted to keep the choices simple and not have a long list of possible damage. Scott can add a "Damage Noted" checkbox to the band and necessary details can be added at each library's discretion to the band or the request slip inside the item. Ethan suggested that we should ask cluster mates first. Scott asked that any objections to changing the book band should be sent to the listserv by close of business on Friday, February 24, 2012. If no objections were raised then Scott will add two checkboxes – one for damage noted before item was shipped and one for damage noted upon receipt. Libraries are welcome to use up their current supply of book bands before switching to the new version in order to reduce paper waste.

f. INN-Reach Paging List vs. Paging Slips:

The 2011 release included the option to print a summary of paged requests as a Paging List instead of printing out individual Paging Slips. The option is most likely used by Millennium libraries with lower request activity. Since MOBIUS members generally send

a copy of the paging slip inside the requested material, this new Paging List will most likely not be utilized by this group.

- g. Election of new chair:
Instead of rotating through clusters as has been done in the past, MAAC will look for volunteers. A call will be put out in the coming months.
- 7. Questions were entertained:
 - a. Kim Linkous asked if anyone is using Circa for inventory and has experience with the equipment. Quest has just purchased but couldn't address the question at hand. Scott recommended asking the IUG listserv for further assistance.
 - b. Karen Gelber asked that we add a checkbox to the book band to indicate when accompanying materials are being shipped with the item such as CDs, maps, etc. There were no objections from the group.
 - c. Pat Eklund asked about procedures for overdue notices within the cluster. The Kansas City cluster faxes overdue notices to the patron's home library. Other clusters reported:
 - i. SLU and WashU rely on the INN-Reach Institutional Overdues report to notify other libraries of overdue items.
 - ii. Lance sends email notices until an item is billed and then the notice is both emailed and printed.
 - iii. SWAN doesn't send notices to the patron's home library.
 - iv. Lindenwood does not send overdue notices. There is one Bridges member that prints overdue notices and sends those to the patron's home library via the courier.
 - v. MERLIN only sends notices for billed items to the patron's institution.
 - vi. Towers sends printed notices via the courier.
 - d. Missouri Western State Univ asked how others are handling visiting patrons especially what kind of ID is required and any problems that are experienced. In general members said that they don't have too many problems. They seek to confirm the person's status as a student at the other MOBIUS institution and then match the ID provided to the individual who is present.
- 8. The next meeting will be in person in Columbia. A date will be decided in the coming months.
- 9. The meeting was adjourned.
- 10. Unfinished Business
 - a. Generate list of what schools accept replacement copies – Progress report?
- 11. New Business
 - a. Lenders of Last Resort

- b. The Delivery Profile document--does editing a Google Document work for the members, other documents that can be put online, such as the Days Closed document.
 - c. Circulation and ILL Contact List: Completing updates, any other formatting changes.
 - d. Request from 1st Choice; putting a shipping date on the outside label which will make it easier for them to track any bags they may find and know when it was shipped or how long it may have been lost.
 - e. How do members track condition of books as they send them out and as they come back? (Deb Ehrstein)
 - f. Explanation requested --When printing notices, new ones have been noted – INN-Reach Paging List. How is this different than INN-Reach Paging Slips? Or has this always been there and I haven't noticed.
 - g. Election of new Chair
12. Next Meeting: Summer – In Columbia
13. Adjourn Meeting