

# MAAC

April 4, 2003

The meeting was called to order at 10 a.m. at the Mobius Consortium Office in Columbia. The minutes of the previous meeting were approved.

## **Members Present:**

Washington University: Scott Britton (Washington University), Towers: Vicki Wainscott (Northwest Missouri State University), WILO: Elise Fisher (William Jewell College), WILO: Kay Sodowsky (Blue River Community College), Quest: Linda Medaris (Central Missouri State University), Arthur: Tom Schultz (William Woods University), Bridges: Ellen Eliceiri (Eden-Webster Library), Merlin: Mary Jo Barbush Weiss (University of Missouri Rolla Library), Merlin: Doris Beeson (St. Louis University, Pius Library), Galahad: David Glick (Southeast Missouri State University), Lance: Sharon Upchurch (Culver-Stockton College Library), Archway: Loretta Ponzar (Jefferson College), MCO: Pat Seavey, MCO: Robin Kespohl, Swan: Charlotte Dugan (Southwest Missouri State University), Bridges: Per Almquist (Covenant Theological Seminary)

## **Cluster Reports:**

Washington University Med School has been removed from the capability to request from MOBIUS

Archway: St. Louis College of Pharmacy is up and having training

WILO: Rockhurst University, Midwestern Baptist University and St. Paul School of Theology are up

## **Load Balancing table:**

All clusters are the normal priority except Towers. Towers will be changed to the same priority as everyone else.

## **Lending Borrowing Statistics Review and Lenders of Last Resort:**

The plan seems to be working and we don't appear to need to make any changes. We should continue as we are with the current process. The 5 institutions that are still above a 2.0 are: Kirksville College of Osteopathic Medicine - 3.4, Logan Chiropractic College - 2.6, SLU Law - 3.2, Truman State University - 2.3, University of Missouri - Columbia - 2.8.

## **Longer Checkout periods for INNReach:**

- Avila University would like a longer checkout for faculty – suggested 6 weeks only but WILO opposed to more than two renewals
- Quest: The smaller libraries don't want to extend the INNReach checkout period but CMSU is fine with a longer INNReach loan period for faculty
- Washington University: Would like to extend total length of loan, but with shorter loan periods, perhaps a two-week loan with 4 renewals (total of 10 weeks).
- Swan: Like the current renewal times maybe interested in longer loan period.
- Arthur: Like two renewals but faculty amazed don't get longer loan period.

- Lance: Opposed to anymore than two renewals; trouble enough getting books back from faculty
- Merlin: Three of four cluster libraries would like to keep existing loan periods only.
- Bridges: Likes the idea of longer period for faculty, but don't feel strongly one way or the other
- Towers: Likes the suggestion put forth by Washington University.
- Archway: Want length of loan and renewals to stay the same.
- Galahad: Agree with Archway. Would like things to stay as they are.

Robin suggests creating another Faculty limit of number of books to check out at local level. MCO will need to create a new patron type to accomplish this request. The MAAC general consensus was to do this with an upper checkout limit of 30 books. The new faculty patron type will be created with a limit of 30 checkouts and 30 holds. The number of holds on all existing MOBIUS Patron Types will be changed to equal the number of checkouts.

#### **Review of Billing Charge:**

- Galahad representative (David Glick) handed out email sent to him by Dr. Sarah Cron, Library Director of Southeast Missouri State University. A copy of the email is included in the appendix.
- The committee agreed that based on anecdotal evidence, on average, the cost lost books is less than the \$100 replacement cost but that this cost also generates sticker shock so that we get books back because we are responsible for these books.
- The committee went on to state that no statistics for the number of books replaced using the \$100 replacement charge because these charges have been settled on a library to library basis. These issues created a great deal of discussion about the \$120 replacement charge for lost MOBIUS books. It was decided to leave it at \$120 for replacement and processing charges.
- Mary Anderson, UMKC Circ committee, asked someone from OHIOLink to contact her about any recommendations and their practices on the lost book settlement process. An OHIOLink representative contacted her and discussed their past processes and what they do now. OHIOLink institutions are no longer settling up on billing processes. They just eat the costs of lost books but still bill students who have lost the book and the borrowing institution keeps the student payments. This makes the whole process much easier for both the borrowing and the lending institutions in the settlement process. For more information of what OHIOLink does, refer to the following link:  
<http://www.ohiolink.edu/ostaff/circ/innreachchecklist.html#overdue>

#### **Reconciliation Process:**

- Galahad representative (David Glick) handed out email sent to him by Dr. Sarah Cron, Library Director of Southeast Missouri State University. A copy of the email is included in the appendix.
- The committee decided to review at various consortia and then meet again before reconciliation process and discuss what to do in August for a reconciliation process.

#### **In Transit or Returned Too Long:**

- Doris Beeson, SLU; reported that some members in MERLIN think that the borrowing library should be responsible with a book once it has been checked out from lending library.

A lot of the items on these reports were all broken links and were actually in the library. Discussed what to do about this and the consensus was to make sure that all institutions within a cluster review these reports frequently.

**INNReach Enhancements:**

- Discussed the list of proposed III enhancements and MAAC voted on preferred items through a rating system of what the committee would like to see most.

**Editing Paging Procedures Policy:**

- The directions for printing paging slips, overdue and fine notices from within Millennium will be written and placed on the MOBIUS website. Currently the directions on the website are only applicable for printing from within a telnet session.

**Paging Slip Coding:**

- No corrections needed on paging slip coding initially created January 2002 by Scott Britton and Cathy Stubbs.

**PickupAnywhere:**

- Can be implemented once Phase 2 implemented on MOBIUS machine and works but not completely. For example: Missouri Baptist University could request books from any cluster and pick them up at Jefferson College but cannot pick it up at any other Bridges cluster library. III suggests turn on pickup anywhere as it is now and they will be making some software modifications to accommodate MOBIUS needs.
- MCO office wants to setup Pickup Anywhere on a test port and would like volunteers. Washington University, Arthur, Merlin and Quest volunteered to test this new feature.
- The MAAC committee indicated that it would like a report back on the status of these tests at least by the next MAAC meeting in July.
- In order to setup Pickup Anywhere, every institution must have a unique key assigned to it and the key must be input to all logins (in the Login Manager) that will use Pickup Anywhere

**Book bands:**

- As a result of the implementation of Pickup Anywhere recommendations were made to use a different color of book band for the Pickup Anywhere book band. It was also suggested that on the INNReach book bands the text be changed from One Renewal to Two Renewals and to include the word Green on the top and bottom of every INNReach bookband so that institutions know exactly what color the book bands should be printed on.
- for pickup anywhere should we use different color or logo/water mark for pickup anywhere book band – continue to use Green and include Pickup Anywhere statement somewhere at top of book band
- Per Almquist volunteered to modify Mobius Loan book bands and create a Pickup Anywhere book bands.
- The question was asked as to where to add the statement concerning the green bookbands. It was decided to be added to the Circulation Policy and the statement will read: “All Mobius (INNReach) book bands will be printed on green paper using the templates provided on the MCO website (URL).”

## Appendix

Email from Dr. Sarah Cron, Library Director at Southeast Missouri State University, to David Glick, Galahad representative to MAAC.

I have a couple of concerns about MOBIUS policies/procedures that appear to be relevant to the MOBIUS Access Advisory Committee on which you currently serve. Following is a description of each and an explanation of why I'm concerned.

1. In either the Memorandum of Understanding or the MOBIUS Bylaws, there is an indication that MOBIUS members would settle up once a year on any charges or payments with each other that were generated through the MOBIUS borrowing and lending processes. I believe that MOBIUS is too large and there is too much turnover among directors for informal handling of these matters. I'm particularly concerned that if any of our presidents stumble across this information and charge us of fiduciary irresponsibility. If a system was set up to settle up charges once a year, it would minimize staff time needed since no longer would we be handling matters one title at a time. What I envision for such a process would be something like the way in which OCLC handles IFM for interlibrary loan charges though there may well be other ways to accomplish the same thing.
2. At the time the \$100.00 replacement fee was established, the MOBIUS Council was promised that the amount of the replacement fee would be revisited in order to determine whether or not it should be higher or lower. Perhaps I'm wrong, but I suspect the amount of the replacement fee was based on speculation and anecdote. That was a reasonable approach at the time since there was no readily available data which could be used as a basis for establishing the charge. However, at least to me it appears that we should now have data available which could be gathered and used to verify whether or not the charge is too low, too high, or set appropriately at \$100. The president at our campus was shocked at the \$100 replacement charge. I indicated to him that MOBIUS intended to revisit the amount of the replacement charge in the coming months. Since the promise to do so was given at the point the Council agreed to endorse the \$100 charge, it is now time to make good on that promise. The charge should be based on data rather than being based on what people think.

If you have any questions on these matters, I'd be happy to discuss them with you further.