

The SWAN Circulation Committee met at Cottey College's Ross Library on April 29, 2004. The following persons were present:

Becky Kiel—Cottey College
Debbie Garten—Cottey College
Tony Garrett—Baptist Bible College
Camille May—Baptist Bible College
Matt Simpson—Crowder College
James Capeci—Missouri Southern State University
Esther Siler—SMSU—Meyer Library
Shirley Moentnisch—SMSU—Meyer Library
Jeffrey Lawson—SMSU—Meyer Library
Tracy Sullivan—Drury University
Donna Young—Southwest Baptist University
Larisa Hart—Ozarks Technical Community College

Esther announced that the main focus of the meeting was to begin drafting a manual of procedures for the cluster. Tracy, James and Debbie sent what manuals they had to Esther, and copies were passed out to all attendees.

After receiving an e-mail from a school to which SMSU-Meyer had sent a microfiche ordered through MOBIUS, Esther asked if anyone knew if there were MOBIUS rules about lending microfiche or "unusual sized" items. Everyone agreed that lending such items was at the discretion of the lending libraries. Lending of videos would be at the lenders discretion as well. For example, SMSU-Meyer will lend videos to the SMSU-West Plains campus, but to no other institutions.

The committee used the rest of the meeting to discuss various procedures to be outlined in the aforementioned manual. Topics discussed included:

Processing incoming materials
Separating SWAN procedures from Inn-Reach procedures
"View Your Own Record" and ordering MOBIUS items
Canceling holds
Creating "on the fly" records

Other items concerning procedures were discussed. It was decided that Donna and Jeffrey would work on writing up these procedures for approval at the next committee meeting.

The committee dismissed to view a demonstration of running reports and other circulation functions at Cottey's circulation desk. Larisa suggested OTC as the location for the next committee meeting, but the date was not discussed.