MOBIUS Task Force on the Web Site
Content Recommendations
November 13, 2007

Public Site:

A. About MOBIUS
    a. Mission statement
    a. Consortium facts and structure
        i. What is a cluster?
        ii. Committee governance structure
    b. Member Directory
        i. Listing
        ii. Map with geographic placement of clusters
        iii. Categories used for voting MOBIUS Executive Committee members (independent, 4-year public and 2-year public)
    c. Brochures for public or institution administration
    d. History of MOBIUS
B. Membership
    a. Services provided by MOBIUS Consortium Office to members
    b. Benefits to members and community
        i. Collection enhancing
        ii. More resources available to researchers
        iii. Electronic resource buying power
        iv. Sharing of library expertise
    c. Criteria for membership
C. Conference Information
    a. Current conference
    b. Program and registration link
    c. Previous conferences
D. Governance
    a. Memorandum of Understanding
    b. By-laws
    c. *MOBIUS* Policies
E. *News (combined MOBIUS stories and What's new)*
    a. MOBIUS Stories – rotating stories profiling achievements of MOBIUS Libraries
    b. Announcements
    c. Articles
F. MOBIUS Newsletters
G. MOBIUS Catalog Search Box
H. MCO Staff and Office Information
I. Login to Member Site
J. *Register a new user*

Member Site:

A. Committees
    a. How to report committee changes
    b. How to schedule meetings at MCO
    c. How to post minutes, documents, etc. to the website
    d. List of cluster committees with the respective minutes, documents, list of members, listserv archives, etc.
    e. List of MOBIUS committees *and task forces* with the respective charges, advisory committee appointment schedule, minutes, documents, list of members, listserv archives, dates to show whether committee is active, etc.
    f. Link from MERAC committee page to electronic resources page
B. Training and Support
    a. Training services for self or employees
        i. MOBIUS training catalog
        ii. MOBIUS training schedule
        iii. MOBIUS training calendar
        iv. MOBIUS certification program
        v. *Request training*
    b. Resources and materials (by Millennium module)
        i. Acquisitions
        ii. Cataloging
        iii. Circulation
        iv. *Serials*
        v. *System* Administration / Site Coordinators
        vi. Functions in multiple modules
        vii. MCO knowledge base
    c. Support
        i. Help Desk contact information
        ii. Open calls reports
        iii. Routine maintenance operations
C. Access Services
    a. Circulation and interlibrary loan
        i. Contacts
        ii. Ariel information
    b. Courier and delivery
D. eResources
    a. Cafeteria databases
    b. Vendor direct databases
    c. Explanation of difference between cafeteria and vendor direct databases
    d. Guidelines for limited license resources
    e. Member libraries' FTEs
E. Statistics
    a. Cafeteria databases
    b. Bibliographic holdings
    c. Lending/borrowing

    d. MOBIUS key indicators
    e. BNA table of contents enrichments

F. Technical Services
    a. Home library codes
    b. Authority records fixed length codes
    c. INNOPAC call number normalization schemes
    d. MARS profiles
    e. *Suppression and contribution codes*

G. Service Request
    a. Form with options for all types of help desk service requests, including providing stories or announcements for the public site
    b. Ability to add attachments
    c. Report cataloging errors in MOBIUS catalog
    d. *Training requests*

H. Listserv Information
    a. Descriptions
    b. Subscription form

~~I. Register a New User~~

J. RSS Feeds
K. Event Calendar
L. Best Practices or Idea Bank
M. Links for Software Downloads
N. *Committee* Policies and Procedures
O. Posting of Known Issues
P. Historical Information or Data / Archives

Entire Web Site:

A. Every few years a group be appointed to look at the MOBIUS web site for changes in content, design and/or software so the site does not get so out of date.
B. Look at policies such as naming conventions, dates on all documents and page updated dates.
C. Design site for new library staff and new MOBIUS members not long-term MOBIUS members.

Submitted by Janet Caruthers, Chair
MOBIUS Task Force on the Web Site