

LMT Meeting Information and Action Items

Tuesday, October 17, 2017

In Attendance

Ann Campion Riley
Anselm Huelsbergen
Dana Houston

Corrie Hutchinson
Jeannette Pierce
Kathy Peters

Shannon Cary
Ernest Shaw
Jacqueline Rash

General Announcements

- We will get new ID cards by Nov. 2nd and then we can get the new door card reader system.
- Denice Adkins is the new chair for the Campus Library Committee.
- Org. tree changes have caused some unexpected blocks for some users within PeopleSoft and with door access. These popups have already been addressed and are working properly at this time.
- Deb made a personnel announcement.
- The few small raises we proposed to the Provost office have been preliminary approved. They are at the final stage of approval by the Chancellor's office.
- The Provost's office has not gotten back to us about the Emeritus status recommendations.
- Ann, Kathy and Grace attended an SFRC meeting to propose our intentions for the Student Enhancement Fee monies.
- Corrie is attending the Campus Reallocation meetings as an observer. They currently have no timeline for reallocations and that information will inform our deadlines and expectations.

Action: Ann will inquire again for an update on the Emeritus status recommendations

- Next SAG is 11.16.17 2:00 p.m. - 3:30 p.m.
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Specialty Underwriters

- The University contracted with this company to help with maintenance of machines.
- They will pay our maintenance contracts quarterly and facilitate all maintenance calls.
- If specialty libraries have purchased their own maintenance agreements, they can send manufacturer name, model and serial number to Jacqueline to submit to Specialty Underwriters for a quote.

Action: Kathy will ask about the recommended equipment life cycles for sustaining maintenance coverage.

Floor plans and Learning Expeditions Mizzou

- Dylan, our reference GA, is working with a professor through Learning Expedition at Mizzou - LeXMizzou, to develop a wayfinding app for Ellis.

- He is using software developed at the University of Wisconsin Madison.
 - The app will help students find materials on the shelves.
 - LMT will be presented with a prototype in December
 - It is open for discussion of the libraries could keep this technology for future user access.
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Changes to Extension

- University is changing Extension to having one agent per county for education, economic development and health in addition to a crop and livestock agent per county.
 - Ann has requested a library session for new Extension employees to learn about circulation policies and Mobius.
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Patron Load

- Corrie posed questions to LMT to clarify our definition of termination or expiration, for the purpose of removing privileges in Sierra.

Decision: It was determined that privileges should be removed the day they are terminated, which is the last day they are officially considered an employee, even if they have stopped coming to work for a designated period of time.

- Burt can run a list that will show him all expired employees with materials checked out. He can then work to contact these patrons to retrieve the materials in a timely manner.
- Student load is set up to cover breaks and should not cause problems.
- Corrie proposed the use of Universal PTYPES.
 - Anyone who comes to MU from the system campuses can borrow items without the additional steps and actions we currently take.

Action: Corrie will create an official proposal for Universal PTYPES.

Trespass Arrangements

- Details surrounding Trespass Notifications were brought up for discussion.
- It was determined that Trespass Notifications apply to University Libraries not just Ellis.
 - Special considerations can be made on a case-by-case basis if students with trespass notifications need to pick up requested books to use outside the libraries.
 - These arrangements can be made through email and notes.
- We can block those with Trespass Notifications from guest computer access.
- Courtesy Borrowers can be banned from checking out materials.
- We do not have a way to remove those with Trespass Notifications unless they are physically identified or try to log in to a computer.
- We do not have a way to know if someone is Trespassed from the campus, and therefore University Libraries as well, because obtaining that information from MUPD has been difficult.

Action: Ann will get more information about MU Trespasses.

OPAC, Scan & Deliver service buttons

- We have test buttons in the catalogue that asks the user if they want an article that can be emailed to them or access to Merlin to request the Journal.
- It could exclude individual departments, but if Special Collections is excluded, microfilm will not be able to be requested.
- Turnaround times and user expectations should be the same standards and end processes we currently have with ILL.
 - ILL will be able to decline the requests. This will alleviate concern that Special Collections materials will be abused and can therefore be included in the scan and deliver services.

Decision: We will test this on Nov. 1st through the end of the semester.

Action: We can advertise on the Gateway.

Action: Corrie will work with Shannon to send an announcement to the staff.

Next LMT

- October 30th, 11:30 a.m. - 1:00 p.m.
- November 16th, 1:00 p.m. - 2:00 p.m.