**OPAC Committee.**

**Thursday, 27 September, 2012.**

**Morgan County Public Library, 10.00 a.m.**

Members Present:

Shauna Borger, Indiana State Library

Adam Bowling, Indiana State Library

Becky Perkins, Greensburg-Decatur County Public Library

Alexis Caudell, Mitchell Community Public Library

Carly Schull, Westfield Washington Public Library

Jane Ferger, Hussey-Mayfield Memorial Public Library

Laura Brzeski, Morgan County Public Library

Shawn Heaton, Alexandria-Monroe Public Library

Sarah Childs, Hussey-Mayfield Memorial Public Library

Guest: Jennifer Steffey

1. The Meeting was called to order.
2. The Minutes from 31 May 2012 were approved. (Ferger / Schull)
3. The Agenda was approved with the addition of general questions from Jane Ferger of HMMPL.
4. State Library Report. (Shauna Borger and Adam Bowling)
   1. Follow-up report
      1. Updating help documentation – The Committee should look at these features and give feedback.
      2. The series is not currently displaying.
      3. The minus sign means NOT.
   2. Upgrade
      1. **New Features Webinar** (Shauna Borger)
         1. **OPAC redesign –** The All Formats drop down menu was changed to the more user-friendly terms of the previous version.
         2. **Autosuggest**
         3. **Print / e.mail / text options for search results –** Patrons can print, e.mail, and text their search results.
         4. **Bookbags –** Bookbags has been changed to Lists; patrons can add items to a list and then later place holds on them. Libraries can use these Lists to showcase items in their collections.
         5. **My Account –** Under the Account Summary tab, patrons can change their notification preferences, eg. e.mail, phone, mobile carrier. For patrons who say they are not getting phone messages, Adam suggested that staff tell them that messages are repeated four times. If a patron has an answering machine or voice mail, the message will activate as soon as the connection is made. If the patron listens long enough, he will hear the message repeated.
         6. **Holds tab–** When placing a hold, the patron can select his preferred notification options, such as e.mail, phone, or text.
         7. **Account Preferences tab –** Under this tab, the patron has the option to select the number of hits per page, his preferred search location (eg. the library he prefers to search), and his pickup location (eg. the library where he would like to pickup his items). He may also keep a history of everything he checks out (beginning on the date he turns on the feature), and also a history of everything he puts on hold. These options may also be changed under the User Settings on the staff side.
         8. **Placing holds on age-protected items –** apatron may place a hold on an age-protected item from another library. When they place a hold, a dialogue box informs them that “Problem: All copies are temporarily unavailable at your pickup library. Placing this hold could result in longer wait times.” The patron may have to wait six months or longer.
         9. **View recent staff catalogue searches**
         10. **Required patron registration fields –** The patron’s birthdate is now required on the patron’s account. An additional feature is the option to mark a phone or e.mail address invalid. When the Invalidate button has been pressed, the e.mail address will disappear. When the account is saved, the patron’s name will be outlined in blue and the following message appears: “Patron had an invalid e.mail address.” followed by the old, invalid address. Note: The patron’s item due dates have been factored into the patron’s account expiration date. This way no items will be due after the patron’s account has expired.
         11. **Local administration**
             1. **Copy location / Copy locations editor -** Staff may now group items under a category. When a patron performs a search for one of these items, such as a DVD, the OPAC will display it under the specific Location Group, such as For Kids.
             2. **Statistical category editor –** This feature is good for running reports on items or patrons, and can be set to be required.
             3. **Configure toolbars –** Mike is looking into Shelving Locations so that we can filter by Fiction, Non-Fiction, Adult, Juvenile, etc.
   3. General questions.

i.Q.Why are the electronic resources still showing up in the search results? Could we develop a filter to eliminate these? A. This is an ongoing project.

ii. Q. The patrons would like to know how many holds are on an item and where they are in the queue. A. The record must be opened to see this info.

iii. Q. Will the shelving location filter return? A. Mike is working on this.

iv. Q. Will the Audience filter return? A. Mike is working on this.

v. Q. Some libraries are exporting the data from the Holds list into Excel spreadsheets or other formats so that they can manipulate the data to their liking. Will the Pull List for Hold Request feature be changed so that libraries will not have to export? A. Probably not.

vi. Q. The icons for the book and the e.book are the same. Can this be changed? A. No. Books and e.books are both text records, so the icon is the same.

vii. Comment: When placing a hold, the cursor currently defaults to the search box. It would help if it would default to the patron barcode box.

viii. Comment: There is no loading indicator when searching an item from the search result, making it difficult to tell if the system is actually working or if the button needs to be pressed again.

ix. Comment: Adding e.book records to the OPAC. This is not currently an option since there are libraries that do not belong to the OverDrive consortium. The patrons at those libraries would not have access to these e.books even though they are listed in the OPAC. Adam’s Solution: Get every EI library to join OD.

x. Auto-Complete for the library list: Type in the first few letters and your library will appear.

1. Old Business
   1. Desired features – See General questions under c. above.
   2. Mobile app progress – A group at Purdue is working on an app for Android. Adam will meet with this group. The app is looking doubtful because the code would be useless after major upgrades; the biggest problem is code commitment. Mobile web v. Mobile app?
   3. Help page narrative
2. New Business
   1. Rules of Governance – The OPAC Committee should have officers (which it does). Perhaps Rules of Governance are not necessary since the Committee meets informally. Some options to consider:
      1. Options – Think about these and discuss at the next meeting.
         1. Merge OPAC and Circulation Committees, and let the Circ handle the OPAC questions. OPAC members could go the Circ meetings.
         2. Online working group / forum to discuss OPAC issues.
         3. OPAC members could compile questions / issues and give them to an OPAC rep on the Circ Committee.
   2. Alphabetizing all drop-down lists (e.g. list items from most common to least common – books, video recordings, audio books, etc.) – This is currently not an option.
   3. Reality Check: What is it that the Public wants today? Shauna will send us a report of how people are searching.
3. Announcements – Westville-New Durham Township Public Library, Peabody Public Library, and Peru Public Library.

**The next meeting will be at 10.00 a.m. on Thursday, 24 January, 2013, at the Morgan County Public Library.**