

MnIUG Conference – November 7, 2006
MELSA Museum Adventure Pass – Process at Saint Paul Public Library

- Called meeting of cataloging, processing and circulation managers
- Key requirements of program:
 - Seven Days – Loan period
 - Limit one Pass per customer
 - Means only one museum at a time per customer.
 - No Holds
 - No ILL (MnLINK - no reports of requests so far)
 - No Notices
 - No Renew
- Built new Loan Rule
 - Based on ITYPE (all locations, all PTYPEs)
 - Create ITYPE: Museum Adventure Pass
 - Rule
 - Not Holdable
 - Number of Renewals – 0
 - Max # of ODUES – 0
 - Loan Rule Determiner table – all locations, all public PTYPEs – Limit to ITYPE
 - In MillCirc: staff would have to override rule to place hold, log of overrides
- New Request Rule – block holds on ITYPE (added to reference item block)
- Limit one to a customer
 - Patron Block – Limit to 1 for Item type
- Need Bib and Item records
 - Bib records – came from MELSA (OCLC download)
 - Created New Format code
 - Limit by Material type in OPAC
 - Keyword search: “museum”; limit by material type: Mus Adv Pass
 - Audience – any
 - Added 690 field: *Museum Adventure Pass* - to match publicity phrase
 - Call Number: Museum Adventure Pass
 - Cataloger “fixed” abbreviations, had to restore
 - Title calibrated to fit receipt printers
 - Item
 - New ISCAT (ICODE1) for statistics
 - Barcode
 - Agency label
 - Cards
 - Add barcode
 - Add Agency Label
 - Delivery issues

- Circulation Process
 - Check out card
 - Separate check out from any other items: separate receipt needed
 - Store card in box, by day
 - Staff check in card on seventh day
 - MMC staff search for overdue cards, as back up

- Delivery
 - Display cases trickled in
 - Lost original cards – had been re-directed to Central
 - Card counting issues
 - Palettes of brochures
 - Posters
 - MMC – distribute

- Cindy La Count, Circulation Manager – training for Circ staff – distributed cards

- Began processing, 8/28
 - 1,190 cards and records ready for distribution - 8/29
 - Dedication of staff, believed in program
 - Unsuppress records 9/7
 - Update status to “available”
 - Add new format to Limit by Format

- Replacement cards

- Reports to MELSA
 - Cross tab: Check outs by agency, by museum
 - Macros in Excel

- Model for more non-traditional cataloging of objects in library
- Use rules and codes to affect library policy

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